

Application for Employment

Better World Books is an equal opportunity employer and does not discriminate in the terms and conditions of employment on the basis of race, color, religion, sex, age, national origin, sexual orientation, protected veterans status, or any other status protected under applicable federal, state, and local laws. In addition, Better World Books complies with state and federal law when making employment decisions regarding persons with disabilities.

Date: _____

Location: _____ Position (s) Applied For _____

Referral Source Internet Job Site Employee Employment Agency Newspaper Other

Name of Referral Source _____

Name _____

Telephone Number (____) _____ Social Security Number _____ - _____ - _____

Present Address _____
Street City State Zip

Email Address _____

Permanent Address (if different from present address):

Street City State Zip

Type of Employment Seeking Full-Time Part-Time Seasonal Temporary

Desired Salary \$_____ If hired, on what date can you start work? _____

Are you age 18 or older? Yes No
(If under 18, hire is subject to verification that you are legal minimum age.)

Are you authorized to be employed in the United States under the Immigration Reform Act of 1986? Yes No

Are you able to perform the essential functions of the position with or without reasonable accommodation? Yes No

Have you applied to work for Better World Books before? Yes No

If yes, when and what position? _____

Have you ever been employed by Better World Books? Yes No

If yes, what were the dates of employment and your reason for leaving?

Do you have any friends or relatives currently working or have worked for Better World Books? Yes No

If yes, what is their name, relationship to you, and where do they work? _____

In the last 10 years, have you been convicted of or plead guilty to any crimes (excluding minor traffic violations)? Yes No

Are you presently under indictment or are you currently a defendant in any criminal proceedings? Yes No

If you answered yes to either of the above questions, please briefly describe the details indicating the date, nature and place of the Offense and the sentence received:

(Note: A conviction will not be an automatic bar to employment. The age and time of any conviction, the seriousness and nature of the violation, or rehabilitation will be taken into account.)

EDUCATION AND TRAINING

Name and Address	# of Years Attended	Did you Graduate?	Degree Earned?
High School			
Undergraduate			
Graduate			
Technical/Vocational/Other			

List any additional skills, knowledge, experience, or other relevant qualifications. _____

Please describe your level of efficiency on a computer:	<input type="checkbox"/>	Novice	<input type="checkbox"/>	Basic	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Advanced
Please describe your level of efficiency using Microsoft Excel:	<input type="checkbox"/>	Novice	<input type="checkbox"/>	Basic	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Advanced
Please describe your level of efficiency using Microsoft Word:	<input type="checkbox"/>	Novice	<input type="checkbox"/>	Basic	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Advanced
Please describe your level of efficiency using the Internet:	<input type="checkbox"/>	Novice	<input type="checkbox"/>	Basic	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Advanced

EMPLOYMENT HISTORY

Please give accurate and complete information on past employment (up to the last four (4) employers.). Identify any relevant military training or experience. Start with your present or most recent employer.

Company		Address	
Job Title		Phone	
Supervisor		May We Contact	YES NO
Dates of Employment	From (mo/yr)	To (mo/yr)	
Starting Wage		Ending Wage	
Job Responsibilities			
Reason For Leaving			

Company		Address	
Job Title		Phone	
Supervisor		May We Contact	YES NO
Dates of Employment	From (mo/yr)	To (mo/yr)	
Starting Wage		Ending Wage	
Job Responsibilities			
Reason For Leaving			

Company		Address	
Job Title		Phone	
Supervisor		May We Contact	YES NO
Dates of Employment	From (mo/yr)	To (mo/yr)	
Starting Wage		Ending Wage	
Job Responsibilities			
Reason For Leaving			

Company		Address	
Job Title		Phone	
Supervisor		May We Contact	YES NO
Dates of Employment	From (mo/yr)	To (mo/yr)	
Starting Wage		Ending Wage	
Job Responsibilities			
Reason For Leaving			

Have you ever been fired or asked to resign from any employment? Yes No

If yes, give details of each occurrence _____

REFERENCES

(List below two (2) references, either personal or business, who are not related to you, who are not otherwise listed in the employment history section, and that you have known for at least one (1) year. Each reference should be able to attest to your job skills and/or ability to perform the job for which you are applying.)

Name		Years Known	
Address		Phone	
Occupation		Email	

Name		Years Known	
Address		Phone	
Occupation		Email	

READ AND UNDERSTAND BEFORE SIGNING

I certify that the information I have provided in this application and during the interview process is true to the best of my knowledge. I understand that any falsification and/or misrepresentation of that information, stated or implied, may result in the denial of employment or in termination if I am hired. I authorize Better World Books to investigate any and all statements that I have made. I also authorize all persons and institutions, including my previous employers and the schools I have attended, to provide Better World Books with any information that it requests in connection with this investigation. I hereby release all of these persons and institutions and Better World Books from any and all liability for any damages arising from this investigation.

I understand that any offer of employment is contingent upon providing proof of employment eligibility and completion of a Form I-9.

I understand that overtime may be required as part of my job.

I understand that the company is not obligated to provide employment to me and that I am not obligated to accept employment. **NOTHING IN THIS APPLICATION OR IN ANY PRIOR ORAL OR WRITTEN STATEMENTS MADE BY THE COMPANY OR ITS AUTHORIZED REPRESENTATIVE IS INTENDED TO CREATE ANY EMPLOYMENT CONTRACT OR ANY RIGHTS IN THE NATURE OF AN EMPLOYMENT CONTRACT. I UNDERSTAND THAT IF I AM EMPLOYED MY EMPLOYMENT WILL BE TERMINABLE AT-WILL. I WILL HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME AND THE COMPANY WILL HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT NOTICE OR CAUSE.** This application does not bind either me or the Company for a specific period of time regarding employment. I understand that no one other than Better World Books' Chief Executive Officer (CEO) has any authority to enter into any agreement contrary to the foregoing. Any such agreement with the CEO must be in writing.

I have read or had read to me this release and I understand, consent, and agree to authorize the execution of this release in full by my signature below.

Applicant's Signature

Date