

# EMPLOYMENT APPLICATION

## Sandman Book Company

GENERAL INFORMATION				
Name (Last, First, Middle)	Social Security Number	Date of Birth	Home Telephone (   )	
Address	City	State	Zip	Other Telephone (   )
E-Mail Address		Are you currently a student? <input type="checkbox"/> Yes <input type="checkbox"/> No		
INTERESTS				
Why do you want to work here?		<b>Days Available</b> <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	<b>Hours Available</b> <input type="checkbox"/> 6am – 8am <input type="checkbox"/> 8am – 10am <input type="checkbox"/> 10am – 12pm <input type="checkbox"/> 12pm – 2pm <input type="checkbox"/> 2pm – 4pm <input type="checkbox"/> 4pm – 6pm <input type="checkbox"/> 6pm – 8pm	
Number of hours per week you are able to work? _____ Hours				
<b>Interests (check one or more)</b> <input type="checkbox"/> Adopt-A-Shelf <input type="checkbox"/> Inventory management (shelving books) <input type="checkbox"/> Packing books for outgoing shipment <input type="checkbox"/> Facility Maintenance (painting, store repair, etc) <input type="checkbox"/> Book Restoration <input type="checkbox"/> Book Club Discussion Group <input type="checkbox"/> Clerical (preparing newsletters, etc) <input type="checkbox"/> Social Media (Facebook, Twitter, Pinterest, etc.) <input type="checkbox"/> Book Sale Organization <input type="checkbox"/> Event Assistance & Preparation <input type="checkbox"/> Cleaning and Maintenance <input type="checkbox"/> Book Exchange <input type="checkbox"/> Author Outreach <input type="checkbox"/> Yearly Inventory <input type="checkbox"/> Other: _____		<b>Months Available</b> <input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/> March <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> July <input type="checkbox"/> August <input type="checkbox"/> September <input type="checkbox"/> October <input type="checkbox"/> November <input type="checkbox"/> December  What date can you start? _____		
Are you submitting a resume or other additional application documents?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Staff may have to lift up to 50 pounds. Can you lift 50 pounds?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Staff must be able to stand for extended periods and may walk over 10,000 steps in a shift. Can you do this?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Staff must be prompt and timely. Can you show up on time?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Staff must be aware that used books are often dirty, musty, moldy, etc.		Initials _____		
Staff must be aware that there are pet cat(s) and/or dog(s) on the premises.		Initials _____		

## EDUCATION & TRAINING

**Do you know how to use a computer?**  Yes  No

If yes, what aspects of computer work do you enjoy? (word processing, gaming, Facebook, Twitter, Pinterest, Goodreads, digital photography, Excel, e-mail, etc.)

\_\_\_\_\_

## HIGH SCHOOL, COLLEGE, BUSINESS SCHOOL, MILITARY

Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
<b>Occupational License, Certificate or Registration</b>		<b>Number</b>	<b>Where Issued</b>		<b>Expiration Date</b>	

**Languages Read, Written or Spoken Other Than English?**

## BACKGROUND INFORMATION

Have you ever been asked to vacate a position?  Yes  No

Have you ever been convicted of a felony or a first degree misdemeanor?  Yes  No

Have you ever pled Nolo Contendere or pled guilty to a crime which is a felony or a first degree misdemeanor?  Yes  No

Have you ever had the adjudication of guilt withheld for a crime which is a felony or a first degree misdemeanor?  Yes  No

If 'yes' to any of the questions, please explain, what charges or convictions and where?

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**NOTE:** A "Yes" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are relevant. It is the policy of Sandman Book Company that all current and new staff may be subject to a security background check, including fingerprinting.

## SPECIAL SKILLS (LIST ALL PERTINENT SKILLS & EQUIPMENT THAT YOU CAN OPERATE)

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## ADDITIONAL INFORMATION

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## EMERGENCY CONTACT INFORMATION

<b>Name</b>	<b>Relationship</b>	<b>Cell Phone</b> ( )	<b>Home Telephone</b> ( )

## RELEVANT WORK EXPERIENCE

<b>Employer</b>	<b>Telephone Number (    )</b>	<b>From (Month/Year)</b>
<b>Address</b>		
<b>Job Title</b>	<b>Number Employees Supervised</b>	<b>To (Month/Year)</b>
<b>Specific Duties</b>		<b>Hours Per Week</b>
		<b>Supervisor</b>
<b>Reason For Leaving</b>		<b>May We Contact This Employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employer</b>	<b>Telephone Number (    )</b>	<b>From (Month/Year)</b>
<b>Address</b>		
<b>Job Title</b>	<b>Number Employees Supervised</b>	<b>To (Month/Year)</b>
<b>Specific Duties</b>		<b>Hours Per Week</b>
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<b>Reason For Leaving</b>		<b>May We Contact This Employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Specific Duties</b>		<b>Hours Per Week</b>
		<b>Supervisor</b>
<b>Reason For Leaving</b>		<b>May We Contact This Employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**Please sign below after you have read and understood all statements on all four pages.**

I understand that Sandman reserves the right to screen applicants, to accept or reject any applications, and to place staff in specific locations, times and positions based on current needs, if any.

I understand that Sandman is a seasonal business which experiences extreme fluctuations in traffic and that staffing needs change quickly. I understand that there will be times when members of the staff are scheduled to work 1 – 2 hours per week or less.

I acknowledge that photographs and/or video recordings are routinely taken by customers, staff, volunteers, media or others and posted online or in print mediums and may be used for outreach, advertising, education, documentation or any other purposes by Sandman or others. Additionally, Sandman has a network of video surveillance cameras throughout the store that may record staff.

I understand that this job requires heavy lifting, bending, reaching while sometimes using ladders, carts, and other equipment and that sound practical judgment is required.

I understand that Sandman staff must maintain a high standard of professionalism and that inappropriate attitude, attire, language, and/or other behavior can result in immediate termination.

I understand that timeliness is important in this position and that tardiness or absence can result in immediate termination.

I understand that Sandman staff are required to comply with a non-disclosure agreement.

I understand that this is a position of trust and that I may be handling cash, credit cards and sensitive information and that any breach of trust will result in immediate termination and possible prosecution.

I understand that Sandman may ask me to provide proof of identity, including my date of birth, social security number, driver's license or other proof of identification, now or at a later date.

I certify that all information contained in this application is true and correct. I authorize Sandman to verify the information provided.

**Signature of Applicant:**

\_\_\_\_\_

**Date** \_\_\_\_\_

**Signature of Interviewer:**

\_\_\_\_\_

**Date** \_\_\_\_\_

**Sandman Book Company is an equal opportunity employer.**