

# Gulliver's Books

## Book & Cafe Clerk

### Employment Application



Thank you for your interest in working at Gulliver's Books. Your application will be active for 60 days. You may be contacted at any time during this period. Feel free to attach a resume if desired.

Are you authorized to accept employment in the United States? Yes  No  (Successful applicants will be required to prove eligibility for employment.)  
 Are you 18 years of age or older? Yes  No

### Availability:

Are you interested in:

Part-time

Full-time

Temporary

When will you be able to start working? \_\_\_\_\_

	Mon.	Tues.	Wed.	Thurs.	Fri.	Saturday	
9 am - 1 pm						9 am - 5 pm	
9 am - 5 pm						10 am - 6 pm	
11 am - 7 pm						12 pm - 8 pm	
1 pm - 9 pm						Sunday	
5 pm - 9 pm						10 am - 6 pm	
						12 pm - 6 pm	

How did you hear about this opening?

Advertisement

Walk-in

Employee \_\_\_\_\_

Other \_\_\_\_\_

Relatives/Friends: Qualified relatives/friends are eligible for employment except in unusual situations where we need to avoid possible conflicts of interest. Do you have a significant other, relative or any friends (such as roommates) who currently work for us? Yes  No  If yes, state name(s) and connection:

Criminal record: Conviction of a crime is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time since the conviction and/or completion of any sentence, and the nature of the job for which you applied will be considered. Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations?

If yes, give details:

### WORK HISTORY

Begin with most recent employer and list all employers for the past five years. Fill out completely. Do not write "see resume." List any periods and reason for self-employment and/or unemployment. Attach separate pages if necessary.

Company name / Your job title:	Dates Employed From: _____ To: _____
Street Address:	Final Wage per hr.: _____ or per wk: _____
City, State, ZIP:	Company Phone #:
Primary duties & responsibilities:	Supervisor's name & title:
	Reason for leaving:

### POSITION APPLIED FOR

Job Title:

Today's Date:

### PERSONAL INFORMATION

Name (Last, First, Middle Initial)

Phone Number

Message Phone Number

Street Address

City, State, Zip

Company name / Your job title:	Dates Employed From:                      To:
Street Address:	Final Wage per hr.:                      or per wk:
City, State, ZIP:	Company Phone #:
Primary duties & responsibilities:	Supervisor's name & title:
	Reason for leaving:

Company name / Your job title:	Dates Employed From:                      To:
Street Address:	Final Wage per hr.:                      or per wk:
City, State, ZIP:	Company Phone #:
Primary duties & responsibilities:	Supervisor's name & title:
	Reason for leaving:

Company name / Your job title:	Dates Employed From:                      To:
Street Address:	Final Wage per hr.:                      or per wk:
City, State, ZIP:	Company Phone #:
Primary duties & responsibilities:	Supervisor's name & title:
	Reason for leaving:

## RELEVANT EDUCATION/TRAINING

List relevant education, training and specialized experience (technical, military, volunteer, etc.)

Degree/Certification/Short Description	School/Organization	City/State/County

May we contact your present employer?
Have you ever applied here before?          When?
How many unauthorized days of work did you miss last year?          Reasons?
Describe a recent experience in which you did a good job:
How do you know you've done a good job?
What do you want in a job?
What do you like about working?
What is important to you about working?
How do you handle conflict? Describe a recent conflict at work that was negative. How did you deal with that situation? What did you do that felt comfortable? What would you do differently?
Describe a project in which you were involved that required team effort. What specific contributions did you make?
Have you ever been involved in a task/project that required you to work alone? If so, describe your responsibilities and accomplishments.
What do you know about this company and the position you are applying for?
Describe the management style you like best:
Describe the management style you are least comfortable with:
Do you have the strength and stamina to lift and carry 50 pound boxes of books or cafe groceries up a flight of stairs?
Are you able to spend 8 hours on your feet?
Are you in good health?
List your computer, typing, keyboarding and 10-key skills (approx. words per minute if possible)
Have you ever been denied Workers Compensation?          If yes, how many times?
What interests you most about this job?
Where do you see yourself two years from now?
Why do you want to work in a bookstore?
How would you describe a good bookseller?

**REFERENCES** Please give three references, including at least two that are work related.

Name:	Work related reference? Yes or No
Address (City, State, ZIP)	Phone #
Name:	Work related reference? Yes or No
Address (City, State, ZIP)	Phone #
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**AUTHORIZATION FOR RELEASE OF EMPLOYMENT, ACKNOWLEDGEMENT OF AT-WILL EMPLOYMENT, VERIFICATION & SIGNATURE**

<p><b>Release of information; release from liability:</b> In connection with my application for employment at Gulliver's Books, I authorize the release of information about my education, work experience and fitness for employment by (a) any schools I have attended; (b) my current and former employers; (c) employees and former employees of such employers; and (d) my references. I release all persons and organizations from liability for furnishing information pursuant to this authorization. I also release Gulliver's Books from any liability for relying on the information acquired from this release.</p>
<p><b>At-will employment:</b> I understand that employment at Gulliver's Books is at-will, meaning that either party (employer or employee) can terminate the employment relationship at any time for any reason (except an illegal reason) or for no reason at all. I understand that I do not need good cause to quit employment with Gulliver's Books, and that Gulliver's Books does not need good cause to terminate my employment.</p>
<p>I certify that the facts and information in this application and in any attachments or supporting documents are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omissions, as well as any misleading statements, generally will result in denial of employment or in immediate termination, regardless of when and how discovered.</p>
<p>I understand that if I am hired the statements in these paragraphs will become a binding part of my employment relationship. I have read each of these statements. I have also reviewed all of the information in this application and in any attachments or supporting documents. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Date:                      Applicant Name:                      Applicant Signature:</p>

Gulliver's Books Inc. is an equal opportunity employer, dedicated to a policy of non-discrimination in employment of any basis including race, creed, color, age, sex, sexual orientation, religion or national origin.