

KATY BUDGET BOOKS

Employment Application



APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available			Desired Salary
Position Applied for	Are you over 16? YES <input type="checkbox"/> NO <input type="checkbox"/>		

JOB REQUIREMENTS	
<p>You must:</p> <ul style="list-style-type: none"> • Be comfortable with computers. • Physically be able to lift up to 25-30 lbs. • Be able to alphabetize. 	<ul style="list-style-type: none"> • Be self-motivated. • Have a pleasant phone manner. • Be a reader, and be able to discuss books with customers.

EDUCATION				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES		
<i>Please list three professional or personal references.</i>		
Full Name	Relationship	
Company	Phone ()	
Address	Years known	
Full Name	Relationship	
Company	Phone ()	
Address	Years known	
Full Name	Relationship	
Company	Phone ()	
Address	Years known	

PREVIOUS EMPLOYMENT

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

AVAILABILITY

Are you applying for Full-time Part-time Any

Are you willing and able to work evenings? YES NO Weekends? YES NO

Please list any scheduling restrictions

When would you be able to begin work?

PERSONAL INFORMATION

Please list your five strongest areas of expertise.

Please list a few sections of the bookstore in which you are interested.

Why do you want to work in a bookstore?

How would you describe good customer service?

GENERAL INFORMATION

Please list any additional skills or information.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

THE FOLLOWING ARE ACTUAL AUTHOR'S NAMES. PLEASE PLACE THEM IN ALPHABETICAL ORDER.

Alphabetically 1-5

___ Carol Higgins Clark

___ Michael Connelly

___ Mary Jane Clark

___ John Connolly

___ Mary Higgins Clark

Alphabetically 1-6

___ Bonnie MacDougal

___ James Schmitz

___ Gregory McDonald

___ Dennis Schmidt

___ Susan Shwartz

___ John D. MacDonald

Alphabetically 1-5

___ Gabriel Garcia Marquez

___ Bret Easton Ellis

___ Arturo Perez-Reverte

___ William du Bois

___ Cecilia Dart-Thornton