

Employment Application

Programs, services and employment are available equally to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.



Date: _____ Position applied for: _____

Applicant Data

How were you referred to us? _____

Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () Cell: ()

E-mail Address: _____

Date available to start: _____ Social Security #: _____

Salary Requirement: _____

If you are under 18 and we require a work permit, can you furnish one? Yes No
If no, please explain:

Have you ever worked for Watermark Books & Café? Yes No
If yes, when?

Are you a citizen of the United States? Yes No
If not, do you have work papers? Yes No

Type of employment desired: Full-time Part-time Temporary Seasonal

Please list the hours you're available to work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:						
To:						

If hired, would you be able to work at Watermark Books & Café for a continuous year? Yes No

Have you ever pled "guilty" or "no contest" to or been convicted of a crime? Yes No

Answering yes to these questions does not constitute an automatic rejection to employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

If yes, give dates and details:

Driver's license number, if applicable to position: _____ State: _____

Summarize your special skills or qualification:

Education

Level of Education Achieved:

GED

High School

College

Graduate

Are you currently a student? Yes No

If yes, indicate level:

Major: _____

Current Course Load (# of hours): _____

Education History:

High School:

of Years Completed: _____

Major: _____

Did you graduate? Yes No

Address: _____

Degree: _____

GPA: _____

Class Rank: _____

College/University:

of Years Completed: _____

Major: _____

Did you graduate? Yes No

Address: _____

Degree: _____

GPA: _____

Class Rank: _____

Other:

of Years Completed: _____

Major: _____

Did you graduate? Yes No

Address: _____

Degree: _____

GPA: _____

Class Rank: _____

Previous Employment

Begin with most recent position.

Date of Employment: ___/___/___ to ___/___/___ Position(s) held: _____

Firm: _____ Address: _____

Phone: () Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for reference? Yes No

Date of Employment: ___/___/___ to ___/___/___ Position(s) held: _____

Firm: _____ Address: _____

Phone: () Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for reference? Yes No

Date of Employment: ___/___/___ to ___/___/___ Position(s) held: _____

Firm: _____ Address: _____

Phone: () Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for reference? Yes No

Do you have any previous sales experience? Yes No

If yes, what sort?

References

Please furnish the names, addresses and telephone numbers of two people to whom you are not related and by whom you have not been employed:

1 Name: _____ Phone: () _____
Address: _____ City: _____ State: _____ Zip: _____

2 Name: _____ Phone: () _____
Address: _____ City: _____ State: _____ Zip: _____

Certification & Release

I certify that the answers given to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentation of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize Watermark Books & Café and/or its agents, including consumer-reporting bureaus, to verify any information including, but not limited to, criminal history. I authorize persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said person, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I understand that, if hired, my employment will be probationary for a period of 90 days. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time by Watermark Books & Café without previous notice. I understand that my employment is contingent of working the scheduled hours and that these hours are subject to change.

Signature: _____ Date: _____