

The Book Nook

Dunkirk-Fredonia Plaza Dunkirk, NY 14048

Application for Employment

Date: _____	Gender: Male <input type="checkbox"/>	Female <input type="checkbox"/>
Name _____	Phone _____	
Address _____		

Email Address: _____		

NOTE: If at any point on this application, you need more space than is provided by the blanks, please continue your answer on the back(s) of the sheet(s) and indicate as such.

Are you at least 18 years old? Yes No

How long have you lived at your current address? _____

Availability and Qualifications

Are you available to work all weekday hours from 9am to 9pm? Yes No

Are you available to work weekends? (Saturday and Sunday?) Yes No

Are there any restrictions (personal or otherwise) which would limit the hours you are scheduled to work?
Yes No

Are you available to work on holidays—including but not limited to Christmas Eve, Easter, Mothers' Day, Fathers' Day, Memorial Day, Independence Day, and Labor Day?
Yes No

Are you willing and able to come in to work for unscheduled hours on short notice if called to do so?
Yes No

If you answered "No" to any of the above questions, please give more detail below:

Have you ever been discharged or asked to resign by an employer? Yes No
If yes, explain in detail.

Are you currently employed? Yes No

If yes, state name and address of current employer: _____

State reasons for wanting to leave your current job:

May we contact your current employer? Yes No

If yes, include contact information including business name, contact person's name, and phone number:

Do you own your own car? Yes No

Can you lift heavy boxes (up to 60 lbs.) without difficulty? Yes No

Do you have any allergies to dust? Yes No

Do you have any physical, mental, or medical condition or disability which would interfere with your ability to engage in the activities involved in the job for which you are applying?

Yes No

If yes, please explain:

Can you type/keyboard proficiently? Yes No

Do you have any experience using IBM/PC computers? Yes No

If yes, explain in what capacity:

Are you proficient with any of the following programs or computer tools? (Check all that apply)

Word Excel Publisher Print Shop

Photoshop Mozilla Thunderbird WordPress Facebook

Please explain how you've used the tools or programs you checked above, and list any other programs you are proficient in or computer skills you have that you believe qualify you for this position (use back if needed):

Do you have any retail experience? Yes No

If yes, explain:

Do you have experience with and are you proficient at making change without the aid of a calculator or cash register? Yes No

If yes, explain:

Why do you think you are the best bookseller for the job? (What qualifications, skills, attributes, abilities, or talents do you possess which you think make you the best candidate for the job? Sell yourself.)

How often do you read books for pleasure?

What is the title of your favorite book? _____

Who is your favorite author? _____

Who is your favorite children's book author? _____

What is the title and author of the last book you read, and when did you finish reading it?

If you were working here, and a customer asked you about this book, what would you say?

Why do you wish to work in a bookstore? _____

How did you hear of this job opening? _____

Are you personally acquainted with anyone currently on our staff (employee, owner, manager, etc.)?

Yes No

If yes, whom? _____

EDUCATION

(Please begin at the High School level and continue with higher education)

School _____ Dates Attended _____ Degree Attained _____

PERSONAL REFERENCES

Name _____ Phone Number _____

Address _____ Years Acquainted: _____

Name _____ Phone Number _____

Address _____ Years Acquainted: _____

WORK REFERENCES

Place of Business _____

Phone Number _____ Salary _____

Address _____ Years Acquainted: _____

Place of Business _____

Phone Number _____ Salary _____

Address _____ Years Acquainted: _____
