

Penguin Bookshop

It's Your World, Open It with a Book!

PENGUIN BOOKSHOP APPLICATION FOR EMPLOYMENT

420 Beaver Street – Sewickley, Pa 15143 – (412) 741-3838 – Fax (412) 741-2555

PLEASE READ BEFORE COMPLETING THIS APPLICATION:

The Penguin Bookshop does not discriminate the recruitment, hiring and conditions of employment on the basis of race, color, religion, national origin, sex, marital status, disability, age or veteran status. No question on this application is intend to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required for the position for which you are applying.

PERSONAL INFORMATION:

DATE: _____

Name: _____
Last First Middle

Current Address: _____
Street City/State Zipcode

Permanent Address: _____
(If different from above) Street City/State Zipcode

Social Security Number: _____ Home Phone: _____

Cell Phone: _____ Business Phone: _____

Are you legally authorized or permitted to work in the United States? YES _____ NO _____

Are you 18 years old or over? YES _____ NO _____ If under 18, must comply with federal, state and local laws.

Have you ever been convicted of a crime? YES _____ NO _____ If yes, explain: _____

Answering yes to this question will not be a disqualification from employment. Please give the facts so a fair assessment can be made.

GENERAL INFORMATION:

What position are you applying for: _____

Do you have any retail experience? YES _____ NO _____ Where? _____

Do you have any bookselling experience? YES _____ NO _____ Where?: _____

As a retail store, please keep in mind that the availability and need of hours may vary.

Hours requested:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Please check space beside hours available for each day of the week.	8:30 am 1:00 pm	8:30 am 1:00 pm	8:30 am 1:00 pm	8:30 am 1:00 pm	8:30 am 1:00 pm	8:30 am 1:00 pm	10:30 am 6:30 pm
	1:00 pm 5:00 pm	1:00 pm 5:00 pm	1:00 pm 5:00 pm	1:00 pm 5:00 pm	1:00 pm 5:00 pm	1:00 pm 5:00 pm	
	5:00 pm 9:30 pm	5:00 pm 9:30 pm	5:00 pm 9:30 pm	5:00 pm 9:30 pm	5:00 pm 10:30 pm	5:00 pm 10:30 pm	

EDUCATION:

	Name and Address for Each School Listed	Years Completed	Did You Graduate?	Degree Earned
High School	_____	1 2 3 4	Yes No	
College	_____	1 2 3 4	Yes No	
Graduate School	_____	1 2 3 4	Yes No	
Trade, Business or Correspondence School	_____	1 2 3 4	Yes No	
Other	_____	1 2 3 4	Yes No	

List major subjects studied: _____

List any educational awards: _____

List extracurricular activities: _____

List skills relevant to the position applied for: _____

EMPLOYMENT:

List all positions held, beginning with your most recent:

Date (month/year)	Name and Address of Employer	Position	Salary--If hourly, please list average number hours worked per week	Reason for Leaving
From: _____ To: _____	_____			

Duties Performed: _____

Supervisor Name: _____ Phone Number: _____ May We Contact? Yes ___ No ___

Date (month/year)	Name and Address of Employer	Position	Salary--If hourly, please list average number hours worked per week	Reason for Leaving
From: _____ To: _____	_____			

Duties Performed: _____

Supervisor Name: _____ Phone Number: _____ May We Contact? Yes ___ No ___

Date (month/year)	Name and Address of Employer	Position	Salary--If hourly, please list average number hours worked per week	Reason for Leaving
From: _____ To: _____	_____			

Duties Performed: _____

Supervisor Name: _____ Phone Number: _____ May We Contact? Yes ___ No ___

Date (month/year)	Name and Address of Employer	Position	Salary--If hourly, please list average number hours worked per week	Reason for Leaving
From: _____ To: _____	_____			

Duties Performed: _____

Supervisor Name: _____ Phone Number: _____ May We Contact? Yes ___ No ___

OCCUPATIONAL/PROFESSIONAL REFERENCES:

List personal references only if you do not have any occupational/professional references.

Name	Address and Phone Number	Business and Position	Years Acquainted and How Do You Know This Person

DECLARATION:

Please carefully read and initial each section. Then sign at bottom.

I certify that the answers given are true and complete to the best of my knowledge and I authorize any investigation of the statements contained in this application with the exception of contacting my present employer if I have requested no contact. I understand that, if employed, falsified statements on this application shall be grounds for dismissal. I have read, understand and agree to this statement: (initial here)_____

I authorize an inquiry into my background by all persons, schools, companies, corporations and law enforcement agencies to supply information concerning my previous employment, education, criminal background, etc. I also authorize the references listed to give representatives of Penguin Bookshop any and all information concerning my previous or current employment and any pertinent information they may have, personal or otherwise, and release all parties from any and all liability from any damage that may result. I have read, understand and agree to this statement: (initial here)_____

I understand that my continued employment will depend on the successful completion of work assigned to me during new hire probationary period of ninety (90) days and that continued successful performance of my duties is required to retain employment. I have read, understand and agree to this statement: (initial here)_____

I understand that this application remains current for only thirty (30) days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, I must submit a new application to reapply. I have read, understand and agree to this statement: (initial here)_____

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period of definite duration. I understand that no implied, oral or written agreements are valid unless they are in writing and signed by the employer's superior or representative. (initial here)_____

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an 1-9 Form in this regard. (initial here)_____

Signature of Applicant

Date

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QUESTIONNAIRE FOR POTENTIAL BOOKSELLERS

Name _____

1. List three non-fiction books you have read:

2. List three fiction books you have read:

3. Who is your favorite author? Why?

4. Are you available to work nights and weekends? Are you flexible with your hours and willing to come in and help at short notice?

5. Approximately how many hours would you like to work each week?

6. Do you have a car or other reliable transportation?

7. Are you able to spend many hours on your feet each day?

8. Do you prefer working with children or adults?

9. Can you multi-task? Give example.

10. How many times have you been late to work in the past year?

11. What do you consider to be important customer service attributes in a bookseller?

12. If a customer gives you \$20.00 for a \$12.85 purchase...what is the change?

13. What is your experience with technology (including cash drawer)? Skill level?

14. If you suspect or see a co-worker take money from the cash drawer or merchandise from the inventory, how do you handle the situation?

15. If a customer is looking for a book, but does not have any specific title in mind, what are some questions you could ask to help them find the right book?

16. What is your favorite characteristic about yourself? Least favorite?

17. List three personal goals for the next five years.
