

McKay Used Books & CDs

This company is an AT-WILL employer, meaning that either the employer or employee can end the employment relationship at any time and for any reason.

This application will remain active for 60 days. You may be contacted any time during this period. Please do not call.

Employment Application

For Office Use Only

Today's Date _____

Name _____

Home Phone # _____

Street Address _____

City/State/Zip _____

Status:

Hire Date:

Rate Applied:

Availability

Select one: Full Time Part Time Seasonal

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:							
To:							

Education

Type of school/organization	Name of school	Course of study	Last year completed	Did you graduate?	List diploma or degree

Employment History (List most recent first)

Company:	Supervisor:	Telephone:
Dates Employed—From:	To:	Reason for leaving:
Your Duties:		
Company:	Supervisor:	Telephone:
Dates Employed—From:	To:	Reason for leaving:
Your Duties:		
Company:	Supervisor:	Telephone:
Dates Employed—From:	To:	Reason for leaving:
Your Duties:		
Company:	Supervisor:	Telephone:
Dates Employed—From:	To:	Reason for leaving:
Your Duties:		

(Please complete other side)

References

Name	Address	Phone Number

Interests

What types of books do you enjoy?	What types of music do you enjoy?	What are your hobbies?

Other Information

Do you have a significant other, relative, or friend who is a current employee of the company? If yes, give name:
Have you ever been discharged or asked to resign a position? If yes, please explain:
Have you ever been convicted of a crime, other than a minor traffic violation? If yes, please explain:
May we contact your present employer?
United States Military Service From: _____ To: _____ Reserve Status: _____ Branch: _____ Discharge Status: _____ Any relevant school or special training? Please describe:

Have we missed something important?

Please use the space below to note any special activity, awards, or other information that may help us to understand your skills and abilities that will be helpful in the type of work sought at this company.

Verification & Signature

<ol style="list-style-type: none">1. I authorize the investigation of all matters that the company deems relevant to my qualifications for employment, including all statements made in this application and any attachments or supporting documents. I authorize you to request and receive such information, and I release from all liability any persons (such as former supervisors) or employers supplying it. I also release you from all liability that might result from making the investigation.2. 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 omission, as well as any misleading statements or omissions, generally will result in denial of employment or in immediate termination, regardless of when and how discovered.3. I understand that this employment application is not a contract of employment, and if hired, I may voluntarily leave employment upon proper notice and that McKay Books, Inc. may terminate my employment with or without notice, at any time, for any lawful reason. Any oral or written statements made to the contrary are not to be construed as contracts of employment and are not recognized or authorized by McKay Books, Inc.4. I understand and agree 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 provided in this application and in any attachments or supporting documents. <input type="checkbox"/> Yes <input type="checkbox"/> No
Signature: _____ Date: _____
Equal Employment Opportunity. It is our policy to seek and employ the best qualified personnel, to provide equal opportunity for the advancement of employees, and to administer all of our personnel policies in a manner that will not discriminate against any person because of race, color, religion, age, sex, marital or veteran status, national origin, ancestry, disability, on-the-job injuries, sexual orientation, source of income, or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business.