

Rakestraw Books Application for Employment: Bookseller

Rakestraw Books is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability, sexual orientation, or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

Failure to provide an answer to any questions will result in disqualification of application.

Personal Information:

Date: _____

Name _____ Phone _____

Address _____

Email: _____ 18 years of age or older?

Employment desired:

Position: _____ Desired start date: _____ Desired Salary: _____

Currently employed? If yes, by whom? _____ May we contact your current employer?

Ever Applied to Rakestraw Books Before? _____ When? _____

Do you use tobacco? Yes No If yes, explain. _____

Ever been arrested? Yes No If yes, explain. _____

Are you fully vaccinated for COVID-19? Yes No

Education

	Name and Location of School	Last Year Completed	Did You Graduate?	Subjects Studied and Degrees Received
High School	_____	1 2 3 4		
College	_____	1 2 3 4		
Trade, Business, Correspondence School	_____	1 2 3 4		

Former Employers List below your last three employers, starting with the most recent one first.

Date Month and year	Name, Phone #, Address of Employer	Salary (upon leaving)	Position	Reason for leaving
From _____	_____	_____	_____	_____
To _____				
From _____	_____	_____	_____	_____
To _____				
From _____	_____	_____	_____	_____
To _____				

Professional References.

Name	phone / email	Title / Professional Relationship	Years Acquainted
1.			
2.			
3.			

See questions on back.

Other Questions

1. Why would you like to work at Rakestraw Books?

2. What experience do you have with retail sales?

3. In what ways will you be great with the customers at Rakestraw Books?

4. What is your experience with books?

5. From which sections of Rakestraw Books would you be great at selling to customers?

6. From which sections of Rakestraw Books would you be weaker in selling to customers?

7. Are you available to work weekends and/or evenings on a regular basis?

8. Are there specific days or evenings you are unavailable?

9. Can you commit to working November 1 through January 10 with (we are closed Thanksgiving, Christmas, Boxing Day, and New Year's Day) except by special request?

10. Can you commit to working at Rakestraw Books for at least one year?

11. What are the most important reasons we should hire you?

If Rakestraw Books hires you, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility.

Authorization - I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Rakestraw Books.

I understand that any employment is conditioned on a background check. I authorize Rakestraw Books to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to Rakestraw Books, without giving me prior notice of such disclosure. In addition, I release Rakestraw Books, any former employers and all references listed above from any claims, demands or liabilities arising out of or related to such investigation or disclosure.

Date

Signature