



## EMPLOYMENT APPLICATION

Thank you for your interest in working at Title Wave Books. Please help us get to know you by answering a few questions. You are welcome to attach a resume, but please take the time to answer our questions, don't just say "see resume." This application will remain active for 60 days. You may be contacted any time during this time. Please DO NOT call.

### Contact Information

Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Home & Message Phone: \_\_\_\_\_  
email: \_\_\_\_\_

How did you hear about the position? \_\_\_\_\_ Are you interested in Full Time or Part Time? \_\_\_\_\_

If referred by a current or former Title Wave employee, please list their name. \_\_\_\_\_

Please tell us why you would like to work at Title Wave Books. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your wage expectations or requirements? \$ \_\_\_\_\_ per \_\_\_\_\_

What days are you available to work? What days are you NOT available? \_\_\_\_\_  
\_\_\_\_\_

Are there any scheduling conflicts that we should know about? \_\_\_\_\_  
\_\_\_\_\_

Store hours are Mon-Sat 10:00 a.m. to 7:00 p.m. and Sundays 11:00 a.m to 7:00 p.m.  
What shifts are you able to work? For which shifts are you not available? \_\_\_\_\_  
\_\_\_\_\_

Have you planned trips, family events, or vacations during the next six months which could interfere with your schedule? \_\_\_\_\_  
\_\_\_\_\_

### Work History

Please tell us about your present (or most recent) job:

Employer name and address? \_\_\_\_\_  
Supervisor name and phone number? \_\_\_\_\_  
What did you do there? \_\_\_\_\_ Salary? \_\_\_\_\_  
Dates employed? \_\_\_\_\_ Why did you leave (or want to leave?) \_\_\_\_\_

Same questions, but for your next-to-last job. Employer name?

Employer name and address? \_\_\_\_\_  
Supervisor name and phone number? \_\_\_\_\_  
What did you do there? \_\_\_\_\_ Salary? \_\_\_\_\_  
Dates employed? \_\_\_\_\_ Why did you leave? \_\_\_\_\_

	<b>Your Education</b>	
Please tell us about your formal education (High School, University, other): Where? When? What did you study? Did you graduate?		

If you are still studying, when will you graduate?
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	<b>Personal</b>	
What are your hobbies?		

How long have you lived in Alaska?	Why do you like it here?
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Who are your favorite authors, and why are they your favorites?
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What are your favorite genres to read? Or, what genres are you most knowledgeable about?
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What's the last book you read?
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What's your favorite joke?
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Within the past five years, have you been charged with or convicted of a crime?
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	<b>Additional Information</b>	
Working at Title Wave Books is very physical: lifting and carrying boxes, climbing ladders, kneeling on the floor to shelve books, and standing ALL DAY (no sit-down jobs here). Is there anything about any of these duties that would present a problem to you?		

	<b>Stuff You Need to Sign</b>	
1. I authorize the investigation of all matters that the company deems relevant to my qualifications for employment, including all statements made on this application and any attachments or supporting documents. I authorize you to request and receive such information and I release from 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 all information in this application, and in any attachments or supporting documents, is true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statement 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 Title Wave Books may terminate my employment with or without notice, for any lawful reason. 4. I understand and agree that if I'm hired the statements in these paragraphs will become a binding part of my employment relationship with Title Wave Books. I have read each of these statements. I have reviewed the information provided in this application and in any attachment or supporting documents. [ ] Yes [ ] No 5. I certify that I am legally authorized to accept employment in the United States.		
Signature _____		Date _____