



EMPLOYMENT APPLICATION

Name: _____ Preferred Name: _____
Last First MI

Email Address: _____ Preferred Pronoun: _____

Contact Phone Number: _____ Alternate Phone Number: _____

Address: _____
Street City State Zip Code

How long have you lived at this address? _____ What languages do you speak? _____

What hobbies, skills or knowledge will you bring to Vroman's? _____

If you are under age 18, do you have a work permit? _____

Position Desired: _____ Wage Requirements: _____

Which of the following stores or departments are you interested in working?

- Vroman's Bookstore on Colorado Blvd
- Vroman's Hastings Ranch on Foothill Blvd
- Book Soup, West Hollywood
- Accounting
- Customer Service
- Receiving
- Administration (Buying, Promotions, Office)

Type of Employment desired:
 Full Time (30 hrs+) _____ Hrs Part Time _____ Hrs Seasonal From: _____ To: _____

Do you have any travel plans scheduled or tentatively planned for November or December? _____
If yes, please elaborate _____

Date available to start work: _____

Have you ever applied here before? _____ When: _____

Have you worked for our company before? _____

If yes, dates employed: _____ Supervisor: _____

Are you related to anyone in our employ? _____ Name: _____

Were you referred? _____ If so, by whom: _____

How many days of work did you miss last year, other than for an approved leave or vacation? _____

Reasons (If absences were medical, please only indicate "medical reasons" or "sick days". Do not provide specific medical conditions.): _____

Do you have experience working on a cash register? _____

Why would you like to work at Vroman's? What are your expectations of having a job here?

On a scale of 1-10 with 10 being the luckiest, how lucky do you consider yourself to be in life?

What is the most important thing you look for in a job?

How do you handle conflict? Describe a recent experience that was negative. How did you deal with that situation? What would you do differently?

What are some of the things your last employer could have done to be more successful?

What are some of the things your last employer could have done to keep you?

What three adjectives would your past employers use to describe you?

What was the last book you read? What books or other products that Vroman's carries would you recommend?

What kind of work environment do you thrive in? What kind of work environment are you uncomfortable with?

What would you do if you witnessed a fellow employee stealing?

Education

High School			
School City, State		Did you graduate?	Grade Point Average
Last Year Completed <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		Courses you liked best	
Extra Activities/Honors			
College			<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
School City, State		Degree Received	Grade Point Average
Last Year Completed <input type="checkbox"/> FRESH <input type="checkbox"/> SOPH <input type="checkbox"/> JR <input type="checkbox"/> SR		Major / Minor Courses	
Extra Activities/Honors			
What plans do you have for continuing your education?			

Employment History

Begin with your most recent employer. Include all employment for the past 10 years. This can include unpaid and volunteer work, please indicate if it is. List any periods and reasons for self-employment and / or unemployment. Use additional pages if necessary.

Dates:	Employer:	Location:	Phone:
Job Title:		Supervisor:	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Experience Learned:		Reason for Leaving:	
Would you work here again? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, why not?		

Dates:	Employer:	Location:	Phone:
Job Title:		Supervisor:	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Experience Learned:		Reason for Leaving:	
Would you work here again? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, why not?		

Dates:	Employer:	Location:	Phone:
Job Title:		Supervisor:	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Experience Learned:		Reason for Leaving:	
Would you work here again? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, why not?		

Dates:	Employer:	Location:	Phone:
Job Title:		Supervisor:	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Experience Learned:		Reason for Leaving:	
Would you work here again? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, why not?		

References

Please list at least 3 people not related to you whom you have known at least 1 year. Please include at least 1 business reference.

Name	Phone	Personal / Business	Years Acquainted

Hours of Availability

The following are the hours I am available. I understand that my employment is based on the hours I am available. If there is any change in the hours I am available to work, it is my responsibility to complete a new form and advise my supervisor. I also understand it will be considered a voluntary resignation if the change in my hours of availability is not compatible with the business needs of Vroman's. Please note weekend hours are generally required. Stores are generally open 9 am – 10 pm, work hours range from 7 am – 10:30 pm depending on job and the day. Applicants with full availability are given priority.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Begin at:							
End at:							
Total Hours							

In connection with your Application for Employment with Vroman's, or if hired, at any time during your employment, Vroman's may conduct an investigation seeking information about you and your background.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all my statements contained within this application for employment as may be necessary in arriving at an employment decision. I hereby understand and acknowledge that, any employment relationship with this organization is of an "at will" nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct. Only the President of this organization has the authority to enter into an agreement for employment for any specified period of time which is binding only if it is in writing and signed by the President. In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

Signature: _____ Date: _____

This company reserves the right to conduct pre-employment and employment drug testing for illegal drugs. Qualified applicants receive consideration for employment without discrimination based on age, disability, genetic information, sexual orientation, national origin, pregnancy, race, ancestry, perceived pregnancy, color, marital status, medical condition, religion, gender, gender identity, citizenship, breastfeeding, medical conditions related to breastfeeding, or any other characteristic protected by state or federal law.