

HALF PRICE BOOKS, RECORDS, MAGAZINES, INCORPORATED

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

Information provided by you on this form will be used to evaluate your ability and potential for success in the position for which you are applying. Every effort has been made in the design of this form to comply with state and federal fair employment practice laws. Half Price Books does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, gender, national origin, ancestry, age, disability, marital status, sexual orientation, or any other characteristic protected by law.

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HPB.com/privacy-policy

THIS APPLICATION DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR DOES IT GUARANTEE EMPLOYMENT WITH HALF PRICE BOOKS.

PERSONAL DATA

LAST NAME		FIRST NAME		MIDDLE NAME
CURRENT ADDRESS: STREET, CITY, STATE, ZIP				
PERMANENT ADDRESS: STREET, CITY, STATE, ZIP				
DAYTIME PHONE	EVENING OR MESSAGE PHONE		EMAIL ADDRESS	
ARE YOU AT LEAST 19 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO		ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO		

PLACEMENT INFORMATION

POSITION APPLIED FOR		DATE OF APPLICATION
INTERESTED IN: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMP/SEASONAL	WHEN ARE YOU AVAILABLE TO START WORK?	
DO YOU HAVE ADEQUATE TRANSPORTATION TO & FROM WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, EXPLAIN:	HOW DID YOU LEARN ABOUT US? <input type="checkbox"/> WALK-IN <input type="checkbox"/> ADVERTISEMENT / WHERE? _____ <input type="checkbox"/> FRIEND / NAME? _____ <input type="checkbox"/> RELATIVE / NAME? _____ <input type="checkbox"/> OTHER / SPECIFY: _____	
CAN YOU WORK WEEKENDS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, EXPLAIN:		
HAVE YOU WORKED FOR THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHEN? _____ WHERE? _____		

EDUCATIONAL BACKGROUND

List last high school and all colleges and/or trade schools attended. NAME AND LOCATION OF SCHOOL	YRS ATTENDED	MAJOR/MINOR	DIPLOMA/DEGREE

List other experiences, skills, knowledge, training, aptitudes or interests you have which may relate to the job for which you are applying.
(Attach additional sheets if necessary.)

EMPLOYMENT HISTORY

List last four employers beginning with the most recent. Explain any gaps in your employment history.

DATE (MONTH/YEAR)	EMPLOYER	JOB TITLE & DUTIES	REASON FOR LEAVING
1	From To Supervisor Phone		
2	From To Supervisor Phone		
3	From To Supervisor Phone		
4	From To Supervisor Phone		

MAY WE CONTACT YOUR CURRENT EMPLOYER? YES NO IF YES, PLEASE PROVIDE PHONE NUMBER: _____

REFERENCES

List persons other than relatives and former employers.

NAME	ADDRESS	OCCUPATION	PHONE
1			
2			
3			

To facilitate reference checks, please list any other names you have worked under.

IN CASE OF EMERGENCY, NOTIFY:

NAME	ADDRESS	RELATIONSHIP	PHONE

QUESTIONNAIRE

Please complete the subsequent questionnaire on the following page.

IMPORTANT

Engaging in a business or regular activity, such as buying or selling books, magazines, paper collectibles or recorded media, on the Internet or by other means, which would put you in direct competition with Half Price Books, Records, Magazines, Incorporated is a conflict of interest. If you are involved in a business selling any of these types of merchandise and you become an employee of Half Price Books, you will be given a period of four weeks from your date of hire to cease operation of the business.

I certify that answers given herein are true, complete and correct to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I herein authorize and release from any resultant liability all previous employers and other persons to supply information in confidence concerning my background, prior work performance, reputation and character. I understand that false or misleading information may be cause for disqualification from or subsequent termination of employment. This application for employment shall be considered active for a period of time not to exceed 30 days. Any applicant wishing to be considered for employment beyond this time period should reapply.

I understand and agree that, if hired, my employment is at will, for no definite period and may be terminated at any time with or without cause or prior notice, unless provided otherwise by law.

SIGNATURE OF APPLICANT	DATE
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QUESTIONNAIRE

PLEASE ANSWER THE FOLLOWING QUESTIONS. FEEL FREE TO ELABORATE WHEN APPLICABLE.

DESCRIBE YOUR RETAIL OR OTHER CUSTOMER SERVICE EXPERIENCE.

DO YOU HAVE EXPERIENCE SUPERVISING OR TRAINING OTHERS? IF YES, DESCRIBE.

WHAT WAS YOUR FAVORITE THING TO LEARN IN THE JOBS YOU'VE HAD IN THE PAST?

WHAT ARE YOUR STRONGEST QUALITIES? WHAT PRAISE HAVE YOU RECEIVED FROM FORMER EMPLOYERS?

WHAT CRITICISM HAVE YOU RECEIVED FROM FORMER EMPLOYERS? HOW DID YOU WORK ON IMPROVING?

DESCRIBE THE WORK HABITS OR SKILLS YOU HAVE THAT YOU THINK MAY APPLY TO WORKING AT HPB.

WHAT TYPES OF BOOKS, MOVIES OR MEDIA ARE YOU MOST INTERESTED IN?

WHAT ASPECTS OF WORKING AT HALF PRICE BOOKS MOST APPEAL TO YOU?

DO YOU HAVE ANY SCHEDULING CONFLICTS OR TIME RESTRICTIONS?