

Richard McKay Used Books, Inc.
Employment Application



Personal Information

Name (Last, First, M.I.) _____

Address _____

Email _____

Phone Number _____

Date Available _____ Rate of Pay Expected _____

Are you a citizen of the United State of American and/or legally eligible to work in the U.S.A? _____

Have you ever been convicted of a felony or been incarcerated in the last five years? _____

If yes, please explain (convictions are not an automatic bar from employment) _____

Are you over 18 years of age? _____ If NOT, what age? _____

Do you know anyone who works, or has work for Richard McKay Used Books, Inc? Please list.

Employment History

Employer _____

Location _____ Name of Direct Supervisor _____

Job Title and Duties _____

Telephone () _____ Dates of Employment _____ to _____

Reason for leaving? _____

Employer _____

Location _____ Name of Direct Supervisor _____

Job Title and Duties _____

Telephone () _____ Dates of Employment _____ to _____

Reason for leaving? _____

Qualifications

What product knowledge do you possess that qualifies you for a position with Richard McKay Used Books, Inc?

Why do you feel you would be an asset to our team?

What levels of knowledge do you possess regarding the following technologies? (Please check appropriate columns)

	No Knowledge	Basic Knowledge	Intermediate	Expert/Professional
Windows				
Google Chrome				
Amazon.com				
Printer Installation				
Database Usage				
Video Game Consoles				
Point of Sales Systems				

Education

High School	Name _____ Location _____	Dates Attended _____ to _____	Degree or Certification _____
College	Name _____ Location _____	Dates Attended _____ to _____	Degree or Certification _____
Other	Name _____ Location _____	Dates Attended _____ to _____	Degree or Certification _____

Availability

Please check all shifts that you are available. We require that all employees work Saturday or Sunday AND at least one closing shift weekly.

Time/Day	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Day: 9am – 5pm							
Night: 2pm – 10pm							

Are you available to work full time (40 hours/week)? _____

If no, how many hours are you available? _____

By signing this form, I agree that if I am offered employment with Richard McKay Used Books, Inc. My employment will be for not definite term and either Richard McKay Used Books, Inc. or I will have the right to terminate the employment relationship at any time with or without cause. I certify that the information included on this application form is accurate and complete, and that I am a legal U.S. citizen or legally eligible to work in the U.S.A. I understand that if any information is found to be incomplete or inaccurate, my application may be rejected, or employment may be terminated. Richard McKay Used Books, Inc. is an equal opportunity employer, we do not discriminate on the basis of race, color, age, sex religion, national origin, disability, sexual orientation, or any other basis as prohibited by federal, state, or provincial law.

Signature of Applicant _____ Date _____