

**Richard McKay Used Books, Inc.  
Employment Application**



***Personal Information***

Name (Last, First, M.I.) \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_ Are you over 18 years of age? \_\_\_\_\_ If NOT, what age? \_\_\_\_\_

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) \_\_\_\_\_

***Relevant Stock/Retail/Cashier Experience***

Employer/Organization \_\_\_\_\_

Location \_\_\_\_\_ Name of Direct Supervisor \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Employer/Organization \_\_\_\_\_

Location \_\_\_\_\_ Name of Direct Supervisor \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Employer/Organization \_\_\_\_\_

Location \_\_\_\_\_ Name of Direct Supervisor \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

## Education & Skills

	School Attended/Location	Dates Attended	Degree/Certification
High School/GED			
College			
Other Education			

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

Subject Area	No Knowledge	Some Knowledge	Intermediate	Expert/Professional
Windows Operating System				
Point of Sale Systems & Cash Handling				
Stocking Merchandise				
Record Albums and/or CDs				
Non-Fiction Books				
Adult Fiction Books				
Kids & Young Adult Books				
Comic Books, Graphic Novels, or Manga				
Movies				
Music				
Video Games/Consoles				
Toys & Action Figures				
Table Top & Board Games				

## Scheduling Availability

How many shifts/days a week are you interested in being scheduled? (Select one)

1-2 Shifts    
  2-3 Shifts    
  3-4 Shifts    
  4-5 Shifts

**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
Early: Between 7am - 4pm							
Day: Between 10am - 6pm							
Closing: Between 1pm – 9pm							

By signing this form, I agree that if I am offered employment with Richard McKay Used Books, Inc. **my employment will be for a term of no more than 3 months unless otherwise issued in writing by Richard McKay Used Books, Inc.** 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 \_\_\_\_\_