



Revised 10/04

Corporate Office
Phone (612) 436-1086 Fax (612) 436-1080

1075 10th Ave SE
Minneapolis, MN 55414

Employment Application

Northwestern Book Stores are an Equal Opportunity Employer and are dedicated to hiring the person who is best suited for an open position. We do not use personal information nor do we give consideration to any individual's membership in a protected class.

All applications received for a job opening will remain active for 90 days.

Please complete in writing. Blue or black ink preferred.

Personal Information

Application Date _____ Date You Can Start _____ Position Applied For _____

Salary Desired _____ Number of Hours Available _____ Days Available _____

Name _____
Last First MI

Other Names Used _____
(For Reference Checking Only)

Address _____
Street City State Zip

Home Phone () _____ Message Can Be Left At _____

Are you legally able to work in the United States? (Proof will be required upon hire) Yes No

Have you ever been convicted of a felony? Yes No

Education

TYPE OF SCHOOL	SCHOOL NAME	LOCATION	YRS ATTENDED	MAJOR/DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

Work Experience

Please list your work experience for the **past five years** beginning with your current or most recently held job. If you were self-employed, give business name. Attach additional sheets if necessary.

Employer _____ Dates of Employment _____ to _____

Street Address _____ Supervisor's Name _____

City/State/Zip _____ May we contact this employer? _____

Phone number _____ Wage _____ Last job title _____

Reason for leaving (be specific):

List the positions held, duties performed, skills used or learned for each:

Employer _____ Dates of Employment _____ to _____

Street Address _____

City/State/Zip _____ Supervisor's Name _____

Phone number _____ Wage _____ Last job title _____

Reason for leaving (be specific):

List the positions held, duties performed, skills used or learned for each:

Employer _____ Dates of Employment _____ to _____

Street Address _____ Supervisor's Name _____

City/State/Zip _____

Phone number _____ Wage _____ Last job title _____

Reason for leaving (be specific):

List the positions held, duties performed, skills used or learned for each:

Volunteer Experience

List any volunteer experience:

Organization _____ Date Began _____ to _____

Address _____

Position Held _____ May we contact this organization? Yes No

Supervisor Name _____ Phone () _____

Duties/Responsibilities _____

Reason for Leaving _____

Organization _____ Date Began _____ to _____

Address _____

Position Held _____ May we contact this organization? Yes No

Supervisor Name _____ Phone () _____

Duties/Responsibilities _____

Reason for Leaving _____

General Information

Have you ever been employed by Northwestern Book Stores in the past? Yes No

If yes, which Department or Store? _____ Supervisor's Name _____

Approximately what dates were you employed by us? from (month/year) _____ to (month/year) _____

Why would you like to work at Northwestern Book Stores? _____

References

List four references, not related to you, whom you have known for at least one year. Business references preferred.

Name/Relationship _____ Phone () _____

Address _____

Name/Relationship _____ Phone () _____

Address _____

Name/Relationship _____ Phone () _____

Address _____

Name/Relationship _____ Phone () _____

Address _____

Job Information

Describe the qualities, skills, knowledge, resources, ideas, etc., you would bring to Northwestern Book Stores and how you would incorporate these assets into a job at Northwestern Book Stores. Indicate which of these work qualities you value most and why.

How you define Customer Service? _____

Schedule

In the boxes below, list the hours you are available to work. *Please include evening and weekend hours.*

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Total number of hours available per week _____

Product Knowledge

Please provide any and all knowledge you have of product Northwestern Book Stores sells by listing the authors, books, Bibles, and music/musical artists that are familiar to you. List your knowledge in the appropriate sections.

Books & Authors

Bible Translations & Study Bibles

Music

- | | | |
|-----------|-----------|-----------|
| 1. _____ | 1. _____ | 1. _____ |
| 2. _____ | 2. _____ | 2. _____ |
| 3. _____ | 3. _____ | 3. _____ |
| 4. _____ | 4. _____ | 4. _____ |
| 5. _____ | 5. _____ | 5. _____ |
| 6. _____ | 6. _____ | 6. _____ |
| 7. _____ | 7. _____ | 7. _____ |
| 8. _____ | 8. _____ | 8. _____ |
| 9. _____ | 9. _____ | 9. _____ |
| 10. _____ | 10. _____ | 10. _____ |

Explain how you became familiar with the products you listed. _____

Miscellaneous

Specify your most significant job-related achievement. _____

How did you learn about Northwestern Book Stores? _____

Please indicate how you heard about this position at Northwestern Book Stores. _____

What appeals to you most about this job? _____

I certify that all information given on this application and any supporting information is true and complete, and I authorize a complete investigation of the information I have just provided. I agree that, if hired, I may be discharged if Northwestern Book Stores (NWB) learns (*at any time*) of any falsification of material omission in the information I have provided, and if discovered prior to hire, I would be ineligible for consideration for not only this position, but future positions as well. I authorize NWB to contact all former and current employer references listed (*unless otherwise noted*), as well as all educational institutions listed. All references are authorized to release requested information which they might have about me. I hereby release NWB and all references from any liability which might be claimed because of information provided by such references.

I understand NWB is committed to promoting safety and high standards of employee performance, productivity and reliability. In order to achieve this, all finalists may be subjected to a substance test prior to being hired, in order to assure NWB that the applicant does not currently have illegal substances in his/her body, unless prescribed by a physician. I understand that if I have any such illegal substance in my body at the time of the drug test, NWB will not hire me. I further understand that at any time during my employment with NWB my supervisor (*or any other manager*) may require me to undergo (*as a term and condition of continued employment*) an illegal substance test provided they have a reasonable suspicion that I am under the influence of an illegal substance which could result in harm to me and/or to others. I further agree to undergo a job-related physical examination, at NWB's expense, at any time the company makes such a request.

I agree that if I am hired, I will be employed at the will of NWB and my employment can be terminated at any time, with or without notice. I further understand NWB reserves the right to add to, change and/or delete their policies, procedures, work rules and benefits at any time and that no one in NWB has the authority to enter into any agreement, for any particular period of time, or contrary to the above terms, unless that agreement is set forth in writing and signed by the President of NWB.

Applicant's Signature

Applicant's Printed Name

Date

NOTE: No consideration for employment will be given to any applicant who does not sign the above statement

For Driving Positions ONLY

If you are applying for any position that requires driving, please fill out this section:

Do you have a valid Minnesota Driver's License?

Yes

No

If yes, give license number _____

How many reportable accidents have you had in the past 5 years? _____

How many moving violations have you had in the past 5 years? _____

NOTE: If you are selected for an interview, you will need to bring a copy of your driving record that is no more than two weeks old.