



COWLEY NEW & USED BOOK CAFE APPLICATION FOR EMPLOYMENT

Please complete pages 1-4; page 5 is optional.

Date

Name

Last

First

Middle

Maiden

Present Address

Number/Street

City

State

Zip

Home Phone

Cell Phone

Email

Social Security No. (use only last 4 digits)

XXX-XX-

If under 18, please list age

Days/hours available to work

Position applied for (1)

and salary desired (2)

No Preference

Thursday

Monday

Friday

Tuesday

Saturday

Wednesday

Sunday

How many hours can you work weekly?

Can you work nights? No Yes

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME TEMPORARY

When are you available for work?

TYPE OF SCHOOL (High School, College, Business or Trade School, etc.)	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE OBTAINED

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. An affirmative answer to this question will not preclude employment; however a false answer will preclude employment.

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Please list three references other than relatives.

Name	
Position	
Company	
Address	
Telephone	
Name	
Position	
Company	
Address	
Telephone	
Name	
Position	
Company	
Address	
Telephone	

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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Work Experience

Please list your work experience (including any military experience) beginning with your most recently held job. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer		Name of last supervisor	Employment dates	Pay or salary
Address				
City, State, Zip Code			From	Start
Phone number			To	Final
	Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer		Name of last supervisor	Employment dates	Pay or salary
Address				
City, State, Zip Code			From	Start
Phone number			To	Final
	Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer		Name of last supervisor	Employment dates	Pay or salary
Address				
City, State, Zip Code			From	Start
Phone number			To	Final
	Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer? Yes No
 Did you complete this application yourself? Yes No
 If not, list name of person completing the application:

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PLEASE READ CAREFULLY BEFORE SIGNING

If you are hired, this application will become a part of your official employment record.

By signing below, and in exchange for the consideration of my job application by Cowley New & Used Book Cafe (hereinafter called "CN&UBC"), I understand and agree that:

- Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment with CN&UBC, or to confer any right to remain an employee of CN&UBC, or otherwise to change in any respect the employment-at-will relationship between CN&UBC and the undersigned. I further understand that the employment-at-will relationship means that, both the undersigned and CN&UBC may end the employment relationship at any time without specified notice or reason. If employed, I understand that CN&UBC may unilaterally change or revise, its benefits, policies and procedures and that such changes may include reduction in benefits.
- The information provided by me in this application is accurate and complete. I understand that, if I am hired, this application will become a part of my official employment record. I understand that any misrepresentation or omission of facts in this application may result in my immediate dismissal from CN&UBC at any time without any previous notice.
- CN&UBC has my permission to contact schools, previous employers (unless otherwise indicated), references, and others in order to verify the accuracy of the information contained in this application. I hereby release CN&UBC from any liability as a result of such contact.

Signature of Applicant

Date

NOTICE:

Cowley New & Used Book Cafe, a Floyd Enterprises, Inc. Company, is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, sexual orientation, age or disability. We assure you that your opportunity for employment with the Floyd Enterprises, Inc. family of companies depends solely on your qualifications, and the results of your participation in the complete selection process.

**Please return completed application forms to:
Theo@CowleyBookCafe.com**



VOLUNTARY COMPLIANCE FORM

This information is needed so that Cowley New & Used Book Cafe will be in compliance with Equal Opportunity regulations of the Federal Government. The information requested is confidential and failure to complete and return to us will not be used in any hiring decision. This information will not become part of any applicant or personnel file.

Date (00/00/0000):

Title of position you are applying for:

Gender: Male Female

Birth Date (00/00/0000):

How did you learn about this opening?

- Cowley New & Used Book Cafe Website
- Cowley New & Used Book Cafe Facebook Page
- Cowley New & Used Book Cafe Instagram
- Internal Posting
- Publication
- Employee Referral
- Other Website

ETHNIC CATEGORIES

(Check all that apply); effective September 14, 2007.

- Hispanics of any race
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Two or more races

Please return completed form to:
Theo@CowleyBookCafe.com