



Employment Application

Please print or type all information requested below

PERSONAL INFORMATION

Date: ____ / ____ / ____

Name: _____

Present Address: _____ City: _____ Zip: _____

How long have you lived at this address? _____

If less than 3 years, what was your previous address?

Present Address: _____ City: _____ Zip: _____

Home Phone #: _____ Cell Phone #: _____ Work Phone #: _____

What is the best phone number in which to reach you? _____

Are you at least 18 years old? Yes No

If under age 18, do you have a work permit? Yes No

POSITION QUESTIONNAIRE

Position(s) Applying For & Salary or Wage:

1. _____ \$ ____ / Hour Week Month Year

2. _____ \$ ____ / Hour Week Month Year

How many hours a week are you available to work? _____

Are you available to work nights if needed? _____

Are you available to work weekends if needed? _____

Desired Employment: Part-Time Full Time Temporary

Days & Hours Available:

- | | |
|------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Monday _____ | <input type="checkbox"/> Friday _____ |
| <input type="checkbox"/> Tuesday _____ | <input type="checkbox"/> Saturday _____ |
| <input type="checkbox"/> Wednesday _____ | <input type="checkbox"/> Sunday _____ |
| <input type="checkbox"/> Thursday _____ | |

APPLICABLE SKILLS

Typing/Word Processing <input type="checkbox"/> Yes <input type="checkbox"/> No	MS Word <input type="checkbox"/> Yes <input type="checkbox"/> No
10 Key <input type="checkbox"/> Yes <input type="checkbox"/> No	MS Excel <input type="checkbox"/> Yes <input type="checkbox"/> No
Computer <input type="checkbox"/> Yes <input type="checkbox"/> No	MS Access <input type="checkbox"/> Yes <input type="checkbox"/> No
Computer Networking <input type="checkbox"/> Yes <input type="checkbox"/> No	Quick Books <input type="checkbox"/> Yes <input type="checkbox"/> No
Microsoft SQL <input type="checkbox"/> Yes <input type="checkbox"/> No	Other? _____
Web Page Development <input type="checkbox"/> Yes <input type="checkbox"/> No	Other? _____
Other CPU Programming <input type="checkbox"/> Yes <input type="checkbox"/> No	Other? _____
Web Browsing <input type="checkbox"/> Yes <input type="checkbox"/> No	Other? _____

Do you have previous sales experience? Yes No

Do you have previous marketing experience? Yes No

Do you have previous management experience? Yes No

GENERAL- OTHER

Have you ever been fired from a job? Yes No

If yes, please explain the circumstances: _____

After reviewing the job description relating to the position for which you are applying, do you believe that you are able to perform all of the essential functions related to the job with or without reasonable accommodation? Yes No

If “no,” please indicate which functions you can not perform: _____

Have you ever been convicted of a felony? Yes No

Have you been convicted of a misdemeanor within the last 3 years? Yes No

**** Disclosure of criminal offenses will not necessarily disqualify you from employment with Textbook Recycling Co. However, failure to disclose required information may result in disqualification or termination of employment. ****

EDUCATION

Type of School	Name of School	Location	Number of years completed	Year graduated	Major & Degree
High School					
Please list any professional designations:					
Please list any other qualifications:					

EMPLOYMENT HISTORY

List all employments over the past 7 years, starting with the most recent position. If self employed, please include company or registered name. All information must be completed. You may attach a resume, but not in place of completing the required information.

Employer:			Last Position Held:	
Address:			Start Date:	Start Pay/Salary
City	State	Zip	End Date:	End Pay/Salary
Phone	Supervisor's Name:		Supervisor's Title/Position	
Reasons for leaving:			Many we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please list all jobs and duties performed, skills learned or used, and any promotions you received while working with this company:				

Employer:			Last Position Held:	
Address:			Start Date:	Start Pay/Salary
City	State	Zip	End Date:	End Pay/Salary
Phone	Supervisor's Name:		Supervisor's Title/Position	
Reasons for leaving:			Many we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please list all jobs and duties performed, skills learned or used, and any promotions you received while working with this company:				

Employer:			Last Position Held:	
Address:			Start Date:	Start Pay/Salary
City	State	Zip	End Date:	End Pay/Salary
Phone	Supervisor's Name:		Supervisor's Title/Position	
Reasons for leaving:			Many we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please list all jobs and duties performed, skills learned or used, and any promotions you received while working with this company:				

Employer:			Last Position Held:	
Address:			Start Date:	Start Pay/Salary
City	State	Zip	End Date:	End Pay/Salary
Phone	Supervisor's Name:		Supervisor's Title/Position	
Reasons for leaving:			Many we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please list all jobs and duties performed, skills learned or used, and any promotions you received while working with this company:				

Employer:			Last Position Held:	
Address:			Start Date:	Start Pay/Salary
City	State	Zip	End Date:	End Pay/Salary
Phone	Supervisor's Name:		Supervisor's Title/Position	
Reasons for leaving:			Many we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please list all jobs and duties performed, skills learned or used, and any promotions you received while working with this company:				

Employer:			Last Position Held:	
Address:			Start Date:	Start Pay/Salary
City	State	Zip	End Date:	End Pay/Salary
Phone	Supervisor's Name:		Supervisor's Title/Position	
Reasons for leaving:			Many we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please list all jobs and duties performed, skills learned or used, and any promotions you received while working with this company:				

REFERENCES

Please list 3 references that we may contact that are neither relatives nor previously listed employers.

Name		Phone Number	
Position		Employer/Company/Relationship	
Address	City	State	Zip

Name		Phone Number	
Position		Employer/Company/Relationship	
Address	City	State	Zip

Name		Phone Number	
Position		Employer/Company/Relationship	
Address	City	State	Zip

ADDITIONAL INFORMATION

- If hired, documentation must be provided to prove eligibility for work inside the United States.
- All applicants considered for a position may be required to participate in drug and background screening
- All applicants must agree to company policies before beginning employment. Such policies include those regarding drugs and alcohol, expected work place conduct, and nature of employment

If you have any additional information that you believe would be helpful in our consideration of your application, please provide it below or as an attachment.

* Please submit application & any other applicable materials to jobs@textbookrecycling.com OR deliver to the following address: Textbook Recycling Co., 421 South Main St, Troy, ID 83871 *

Thank you for submitting this application and your interest in working with TextbookRecycling.com

Textbook Recycling, LLC (TextbookRecycling.com) is an equal opportunity employer. All qualified applicants will be considered without regard to age, race, color, national origin, sex, religion, sexual orientation, or any other class protected by law. Your application for employment will be considered solely on your qualifications.