



**Wonder Book's Hours of Operation**

Stores: Mon.- Sun. 10:00am - 10:00pm

Warehouse: Mon.- Fri. 7:00am – 7:00pm

We are open ALL holidays except Thanksgiving and Christmas.

Any days/times you cannot work?

Mon: \_\_\_\_\_ Tue: \_\_\_\_\_ Wed: \_\_\_\_\_  
 Thu: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_ Sun: \_\_\_\_\_

Are you available to work:

- Full Time (35-40 hr/wk)
- Part Time If so, specify hours: Min: \_\_\_\_\_ hr/wk Max: \_\_\_\_\_ hr/wk
- Temporary If so, specify dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

Date available to work: \_\_\_\_\_

Desired salary range: \_\_\_\_\_ Negotiable?  Yes  No

Do you have a criminal record?  Yes  No

*A criminal record will be considered only as it relates to the job in question.*

Do you have reliable transportation so you can work when scheduled?  Yes  No

Are you currently a student?  Yes  No Do you plan to become a student?  Yes  No

EDUCATION	Name/Location of School	Course of Study	Years Attended	Date Graduated
High School				
College/University				
Trade/Business School				
Graduate				
Other (Specify)				

EMPLOYMENT EXPERIENCE: Start with your most recent employer.

1.

Employer		Telephone Number(s)		
Address	Street	City	State	Zip Code
Start Date	Salary at Hire	End Date	Salary at Departure	
Job Duties		Reason for Leaving		

2.

Employer		Telephone Number(s)		
Address	Street	City	State	Zip Code
Start Date	Salary at Hire	End Date	Salary at Departure	
Job Duties		Reason for Leaving		

3.

Employer		Telephone Number(s)		
Address	Street	City	State	Zip Code
Start Date	Salary at Hire	End Date	Salary at Departure	
Job Duties		Reason for Leaving		

4.+

If you require additional space, please continue on a separate sheet of paper or attach a résumé.

PERSONAL REFERENCES: People you have known longer than one year and not a relative.

1.

Name		Years Known	Telephone Number(s)	
Address	Street	City	State	Zip Code

2.

Name		Years Known	Telephone Number(s)	
Address	Street	City	State	Zip Code

**SPECIALIZED SKILLS**

<input type="checkbox"/> PC/MAC, WPM: _____	<input type="checkbox"/> Photography	<input type="checkbox"/> Stocking	Production/Mobile Machinery (list) _____ _____
<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Retail	
<input type="checkbox"/> Word Processing	<input type="checkbox"/> Shipping/Receiving	<input type="checkbox"/> Register	
<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Order Picking	<input type="checkbox"/> Managerial	

Other Qualifications/Skills: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alphabetize the titles below by numbering 1 to 15:

____ Night Games	____ M.A.S.H.	____ Emma
____ Peter Pan (Disney)	____ Land Before Time	____ Night Breed
____ Alice in Wonderland	____ The Wizard of Oz	____ Mannequin
____ Night Stalker	____ And Now the Screaming Starts	____ An Officer and a Gentleman
____ The Little Drummer Boy	____ Alice to Nowhere	____ Alice Through the Looking Glass

Calculate the following:

10% of \$17.50 = _____	20% of \$18.50 _____
\$10.29 + \$6.75 + \$21.84 = _____	\$3.33 + MD sales tax (6%) _____

What books have you read recently? \_\_\_\_\_  
\_\_\_\_\_

Favorite subject areas/authors? \_\_\_\_\_  
\_\_\_\_\_

What movies have you watched recently? \_\_\_\_\_  
\_\_\_\_\_

Favorite movies? \_\_\_\_\_  
\_\_\_\_\_

Do you have any experience or interests that you feel would be helpful to Wonder Book & Video? \_\_\_\_\_  
\_\_\_\_\_

Why do you want to be employed by Wonder Book & Video? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S STATEMENT**

I certify that answers given on this application are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for 30 days. Any applicant wishing to be considered for employment beyond that time period should inquire whether applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Wonder Book & Video is of an "at will" nature, which means that I may resign at any time and Wonder Book & Video may discharge me at any time with or without cause, and any final wages shall be mailed to me at the end of the next normal pay period. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Wonder Book & Video.

Drug and alcohol abuse is a serious issue. Wonder Book & Video may at any time ask you to submit to a random drug test. If any employee identifies a problem with substance abuse and is committed to seeking treatment, Wonder Book & Video will make accommodation with scheduling for treatment.

Wonder Book & Video strictly prohibits harassment of fellow employees, customers, vendors, etc. All complaints of harassment will be promptly, fully and fairly investigated. Persons found guilty of harassment are subject to discipline up to and including termination.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Wonder Book & Video.

Signature of Applicant

Date

Return this application to any store location, email it to [employment@wonderbk.com](mailto:employment@wonderbk.com), or fax it to (301) 694-5910.

**Note to Applicants:** DO NOT ANSWER THESE QUESTIONS UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB YOU ARE APPLYING FOR.

I understand the requirements of the job I am applying for and can fulfill these requirements.  Yes  No

Emergency Contact

Name

Telephone Number(s)

**FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview 1  Yes  No If yes, indicate type, interviewer & date: \_\_\_\_\_

Arrange Interview 2  Yes  No If yes, indicate type, interviewer & date: \_\_\_\_\_

Employed  Yes  No Start Date: \_\_\_\_\_ FT/PT: \_\_\_\_\_

Location: \_\_\_\_\_ Position: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

State: \_\_\_\_\_ Under 18: \_\_\_\_\_

Employee #: \_\_\_\_\_ Timeclock ID: \_\_\_\_\_

Hired By

Date