



Barnes & Noble College Booksellers, Inc.

We Are An Equal Opportunity Employer
Committed To Diversity In The Workplace

APPLICATION FOR EMPLOYMENT

Please complete all requested information. Use ink and print.

GENERAL INFO	NAME: (last) _____ (first) _____			DATE: _____ / _____ / _____				
	PRESENT ADDRESS: (street) _____ (city) _____ (state) _____ (zip) _____			COUNTY _____				
	PERMANENT ADDRESS: (If different from above) _____			COUNTY _____				
	SOCIAL SECURITY NUMBER _____	HOME PHONE () _____	BUSINESS PHONE () _____	Are you 16 or over? Yes _____ No _____				
PERSONAL INFO	Are you legally authorized to work in the United States? Yes _____ No _____ (If hired, you will be required to submit proof of your identity and legal work authorization as a condition of employment.)							
	Have you ever been convicted of a crime? (A conviction will not be an absolute bar to an offer of employment.) Yes _____ No _____ If Yes, please explain: _____							
	Do you have any relatives employed by Barnes & Noble? If yes, state: Name: _____ Location: _____ Relationship: _____							
	Have you ever been employed by any operating Company of Barnes & Noble before? If yes, when? _____ Where? _____							
	How referred to Barnes & Noble College Bookstores?: Applied on Own _____ Other: _____ Employee _____ Advertisement _____ Agency Name _____ Where _____ Name _____ Internet _____							
PLACEMENT	Position(s) desired or areas of interest: 1. _____ 2. _____ 3. _____		Type of employment desired: Full-time _____ Part-time _____ Temporary/Seasonal _____			Salary or Wage requirements: _____		
			What days and hours are you available?			What date could you start? _____		
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EDUCATION/TRAINING	EDUCATION LEVEL	SCHOOL NAME CITY, STATE	MAJOR/ MINOR	GRADE AVERAGE	DID YOU GRADUATE ?	DEGREE RECEIVED
	HIGH SCHOOL					
	COLLEGE OR UNIVERSITY					
	ADDITIONAL TRAINING					
EXTRACURRICULAR ACTIVITIES (INCLUDES OFFICES HELD, SCHOLARSHIPS, AWARDS, HONORS, SPORTS, ETC.) EXCLUDE ORGANIZATIONS WHICH INDICATE RACE, RELIGION, SEX, AGE, OR NATIONAL ORIGIN.						

BARNES & NOBLE DOES NOT DISCRIMINATE IN HIRING OR TERMS OR CONDITIONS OF EMPLOYMENT ON THE BASIS OF AGE, SEX, RACE, COLOR, CREED, ANCESTRY, RELIGION, DISABILITY, NATIONAL ORIGIN, CITIZENSHIP STATUS, VETERAN STATUS, MILITARY STATUS, SEXUAL ORIENTATION, PREGNANCY, MEDICAL CONDITION OR ANY NON-JOB OR NON-BUSINESS RELATED FACTORS OR ANY OTHER BASIS UPON WHICH DISCRIMINATION IS PROHIBITED BY THE MUNICIPAL, STATE, OR OTHER FEDERAL LAW. NO QUESTION ON THIS APPLICATION IS INTENDED TO SECURE INFORMATION.
 UPDATED 12/23/03

EMPLOYMENT HISTORY	LIST ALL EMPLOYERS WITH CURRENT OR MOST RECENT EMPLOYMENT FIRST. GIVE ALL INFORMATION REQUESTED, EVEN IF DUPLICATED ON YOUR RESUME. LEAVE NO TIME UNACCOUNTED FOR, INCLUDE MILITARY SERVICE.					
	PRESENT/LAST EMPLOYER			DATES EMPLOYED FROM: ___ / ___ / ___ TO: ___ / ___ / ___		
	ADDRESS			POSITION TITLE		
	SUPERVISOR'S NAME		TELEPHONE NUMBER (___) ___ - ___	BASE SALARY OR WAGE START: ___ END: ___		
	SUMMARY OF DUTIES			DATE OF LAST INCREASE		
	REASON FOR LEAVING OR SEEKING CHANGE OF POSITION			MAY WE CONTACT PRESENT EMPLOYER? YES _____ NO _____		
	EMPLOYER			DATES EMPLOYED FROM: ___ / ___ / ___ TO: ___ / ___ / ___		
	ADDRESS			POSITION TITLE		
	SUPERVISOR'S NAME		TELEPHONE NUMBER (___) ___ - ___	BASE SALARY OR WAGE START: ___ END: ___		
	SUMMARY OF DUTIES			DATE OF LAST INCREASE		
	REASON FOR LEAVING					
	EMPLOYER			DATES EMPLOYED FROM: ___ / ___ / ___ TO: ___ / ___ / ___		
	ADDRESS			POSITION TITLE		
	SUPERVISOR'S NAME		TELEPHONE NUMBER (___) ___ - ___	BASE SALARY OR WAGE START: ___ END: ___		
	SUMMARY OF DUTIES			DATE OF LAST INCREASE		
REASON FOR LEAVING						
PROVIDE THREE OCCUPATIONAL REFERENCES. IF LIMITED PREVIOUS EMPLOYMENT, LIST THREE PERSONS, NOT RELATED, WHO HAVE KNOWN YOU FOR SOME TIME. LIST PERSONAL REFERENCES ONLY IF YOU HAVE NO OCCUPATIONAL REFERENCES.						

REFERENCES	NAME	TITLE	OCCUPATIONAL REFERENCE	PERSONAL REFERENCE
	ADDRESS (STREET, CITY, STATE, ZIP)		PHONE NUMBER ()	YEARS ACQUAINTED
	NAME	TITLE	OCCUPATIONAL REFERENCE	PERSONAL REFERENCE
	ADDRESS (STREET, CITY, STATE, ZIP)		PHONE NUMBER ()	YEARS ACQUAINTED
APPLICANT'S STATEMENT	NAME	TITLE	OCCUPATIONAL REFERENCE	PERSONAL REFERENCE
	ADDRESS (STREET, CITY, STATE, ZIP)		PHONE NUMBER ()	YEARS ACQUAINTED
	IN ORDER TO CONDUCT REFERENCE CHECKS, PLEASE LIST OTHER NAMES YOU HAVE WORKED UNDER.			

IMPORTANT, READ CAREFULLY BEFORE SIGNING:

The filing of an application with Barnes & Noble is a preliminary step to employment. It does not obligate Barnes & Noble to offer employment, or the applicant to accept employment. An offer of employment, if made, is for employment at will and is not to be constructed as a guarantee of continued employment. Barnes & Noble, reserves the right to terminate the employment of any employee at any time. Any employee also has the right to terminate his or her employment with Barnes & Noble at any time.

- I authorize investigation of all matters contained in this application which Barnes & Noble may deem relevant to my employment and authorize my previous employers or other persons having information concerning me or my record to report such information to Barnes & Noble, and such persons are hereby released from all liability for issuing such information. Barnes & Noble will keep all such information confidential except where such information is required to be released by law or order of a court or other authority. I understand and agree that I will be subject to immediate dismissal if it is subsequently discovered that the information herein is untrue or that I have failed to disclose a material fact. I understand that if employed by Barnes & Noble, such employment will occur at will and no contract of employment, expressed or implied, is created and that no representative of Barnes & Noble has any authority to enter into any agreement for employment of any specified period of time, or to make any agreement contrary to the foregoing. I understand that if I receive an offer of employment and I accept the position, I will be required to complete additional information necessary for the Company record keeping requirements.

- NOTICE TO APPLICANTS AS REQUIRED BY THE FAIR CREDIT REPORTING ACT**
As part of our employment process, an investigative consumer report, as governed by the Fair Credit Reporting Act or any similar state or local statute, may be requested. However, requests will not be made without your prior written authorization.

- NOTICE TO APPLICANTS IN MASSACHUSETTS**
IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

- NOTICE TO APPLICANTS IN MARYLAND**
UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

MY SIGNATURE CERTIFIES THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

SIGNED _____

DATE:

**CONSUMER REPORT AND INVESTIGATIVE CONSUMER REPORT
DISCLOSURE AND AUTHORIZATION**

I am seeking employment with Barnes & Noble College Booksellers ("Barnes & Noble"). In connection with my application for employment Barnes & Noble has notified me that a "consumer report" and/or an "investigative consumer report" may be obtained for "employment purposes" as part of the preemployment background investigation and/or at any time during my employment, pursuant to and in accordance with the Fair Credit Reporting Act (the "FCRA") (terms in quotations and not otherwise defined are defined in the FCRA). I understand that I may request that Barnes & Noble make a complete disclosure of the nature and scope of the investigation, if any, that was requested, and that Barnes & Noble has provided me with a summary of my rights under the FCRA. (Under the FCRA, "employment purposes" means for the purpose of evaluating a consumer for employment, promotion, reassignment or retention as an employee.)

I authorize Barnes & Noble to procure a consumer report and/or an investigative consumer report as part of the preemployment background investigation. If hired, this authorization shall remain in effect and shall serve

as an ongoing authorization for Barnes & Noble to procure consumer reports and/or investigative consumer reports at any time during my employment. I expressly acknowledge that such reports will contain information about me, including without limitation, information about my character, general reputation, personal characteristics, or mode of living, that is obtained from personal interviews with my neighbors, friends and associates.

I authorize all entities (such as, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county and federal courts, military services and personnel departments or agencies) and persons (including without limitation, my neighbors, friends, associates or others with whom I am acquainted), who may have knowledge concerning me, my character, general reputation, personal characteristics, or mode of living, to release information they may have about me to Barnes & Noble or to Barnes & Noble's authorized agents, and I release Barnes & Noble and all parties involved from any and all liability for damages arising from requesting, procuring or furnishing the requested information, except with respect to any violation of the FCRA or otherwise prohibited by law.

This authorization, in original or copy form, shall be valid for any current and any future reports or updates that may be requested. I understand that the consumer reports or investigative consumer reports requested by Barnes & Noble will be used only for the permissible purposes outlined in the FCRA and will not be used for any purpose prohibited by any applicable federal or state law.

**I HAVE READ AND I UNDERSTAND ALL OF THE ABOVE, I
ACKNOWLEDGE RECEIPT OF THIS DISCLOSURE, AND I HEREBY
GRANT THE AUTHORIZATION DESCRIBED HEREIN**

Print Name: _____ Sign Name: _____

Date: _____ SS#: _____ Other Names Used: _____