

BARNES & NOBLE

COLLEGE BOOKSELLERS

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

APPLICATION FOR EMPLOYMENT

Please complete all requested information. Use ink and print.

BARNES & NOBLE COLLEGE BOOKSELLERS DOES NOT DISCRIMINATE IN HIRING OR ANY ASPECT 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 SUCH INFORMATION.

NAME: (last) (first) (middle)		DATE:			
PRESENT ADDRESS: (street) (city) (state) (zip)					
Are you 18 or over? Yes <input type="checkbox"/> No <input type="checkbox"/>	If you are under 18, you may be required to provide working papers if required by your state. Minimum hiring age is 16.	PHONE	E-MAIL (OPTIONAL)		
WHAT IS THE BEST WAY TO CONTACT YOU?					
Are you legally authorized to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (If hired, you will be required to submit proof of your identity and legal work authorization no later than your third day of employment.)					
Have you ever been convicted of a crime? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please explain: A criminal conviction will not be an absolute bar to an offer of employment. However, falsification of this Application will be cause for termination if you are hired.					
Do you have any relatives employed by Barnes & Noble? If yes:					
Name:		Location	Relationship:		
Have you ever been employed by any operating Company of Barnes & Noble before?					
If yes, when?		Where?			
How were you referred to Barnes & Noble College Booksellers: Internet <input type="checkbox"/> Advertisement <input type="checkbox"/> Agency <input type="checkbox"/> Applied on Own <input type="checkbox"/> Other <input type="checkbox"/>					
Employee Referral (Name):					
Position(s) desired or areas of interest: 1. 2. 3.	Type of employment desired: <input type="checkbox"/> Full-time (30+ hours/wk) <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal Note: Schedules are based on business needs and are subject to change. What days and hours are you available?		Salary or Wage requirements: What date could you start? Would you be willing to relocate? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	From	SUN M TU W TH F SAT			
	To				
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 ANY ORGANIZATION THAT INDICATES RACE, RELIGION, SEX, AGE, OR NATIONAL ORIGIN.					

PERSONAL INFO

PLACEMENT

EDUCATION/TRAINING

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 <input type="checkbox"/> NO <input type="checkbox"/>	
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			

REFERENCES

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.			
1. NAME	TITLE	OCCUPATIONAL REFERENCE PERSONAL REFERENCE	
ADDRESS (STREET, CITY, STATE, ZIP)		PHONE NUMBER	YEARS ACQUAINTED
2. NAME	TITLE	OCCUPATIONAL REFERENCE PERSONAL REFERENCE	
ADDRESS (STREET, CITY, STATE, ZIP)		PHONE NUMBER	YEARS ACQUAINTED
3. NAME	TITLE	OCCUPATIONAL REFERENCE PERSONAL REFERENCE	
ADDRESS (STREET, CITY, STATE, ZIP)		PHONE NUMBER	YEARS ACQUAINTED
IN ORDER TO CONDUCT REFERENCE CHECKS, PLEASE LIST ANY OTHER NAMES YOU HAVE WORKED UNDER.			

IMPORTANT - PLEASE READ AND SIGN

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 construed 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 understand that if employed by Barnes & Noble, no contract of employment, expressed or implied, is created. I further understand that no representative of Barnes & Noble has the authority to enter into any agreement for employment for a specified period of time, or to make any agreement contrary to the foregoing.

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 also 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.

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

SIGNED _____

DATE: _____

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

(Please sign and return with the Employment Application)

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 pre-employment 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 pre-employment 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, which 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. I ACKNOWLEDGE RECEIPT OF "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT."

Print Name: _____

Sign Name: _____

Date: _____

Other Names Used: _____

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT
(KEEP FOR YOUR REFERENCE)

The federal Fair Credit Reporting Act ("FCRA") is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" ("CRA"). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C.A. §§1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

Inaccurate information must be corrected or deleted. A CRA must remove or correct insurance or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

You can dispute inaccurate items with the source of the information. If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT
(KEEP FOR YOUR REFERENCE)

You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRA's, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name).	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings association and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Federal Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051