

PERSONAL DATA

NAME LAST		FIRST		MIDDLE		DATE
PRESENT ADDRESS (STREET, CITY, STATE, ZIP CODE)						
PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE)						
HOME PHONE		BUSINESS PHONE		SOCIAL SECURITY NUMBER		
ARE YOU LEGALLY AUTHORIZED OR PERMITTED TO WORK IN THE UNITED STATES? YES ___ NO ___	ARE YOU 16 OR OVER? YES ___ NO ___ (IF UNDER 18, A WORK PERMIT IS REQUIRED, EXCEPT IN AZ, IL, ND, SC, SD, VA, VT, WV)	HAVE YOU EVER BEEN CONVICTED OF A CRIME?*(ANSWERING YES TO THIS QUESTION WILL NOT BE AN ABSOLUTE BAR TO AN OFFER OF EMPLOYMENT.) YES _____ NO _____ IF YES, EXPLAIN _____				
*CALIFORNIA AND ILLINOIS APPLICANTS: PLEASE READ THE "NOTICE TO APPLICANTS" SECTION ON THE REVERSE SIDE OF THIS APPLICATION PRIOR TO ANSWERING THIS QUESTION.						

PLACEMENT INFORMATION

POSITION OR TYPE OF WORK DESIRED				ARE YOU INTERESTED IN:				
_____				_____ FULL TIME _____ PART TIME _____ SEASONAL/TEMP.				
HOURS AVAILABLE TO WORK		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	AM							
	PM							
SALARY OR WAGE DESIRED			DATE AVAILABLE		WHO OR WHAT REFERRED YOU TO BARNES & NOBLE, INC.?			
_____			_____		_____			
HAVE YOU EVER BEEN EMPLOYED BY ANY OPERATING COMPANY OF BARNES & NOBLE, INC. BEFORE? YES _____ NO _____ IF YES, WHEN AND WHERE _____								
SKILLS: CHECK THE BOXES WHICH APPLY TO YOUR EXPERIENCE.								
<input type="checkbox"/> TYPING _____ WPM <input type="checkbox"/> DATA ENTRY _____ KPH <input type="checkbox"/> ADDING MACHINE <input type="checkbox"/> PERSONAL COMPUTER <input type="checkbox"/> LOTUS <input type="checkbox"/> MS WORD <input type="checkbox"/> EXCEL <input type="checkbox"/> ACCESS <input type="checkbox"/> OTHER _____								

EDUCATION RECORD

LIST LAST HIGH SCHOOL AND ALL BUSINESS, TRADE SCHOOLS AND COLLEGES ATTENDED			
NAME AND LOCATION OF SCHOOL	MAJOR/MINOR	DEGREE	CUMULATIVE AVERAGE
EXTRACURRICULAR ACTIVITIES (INCLUDE OFFICES HELD, SCHOLARSHIPS, AWARDS, HONORS, SPORTS, ETC.) YOU ARE NOT REQUIRED TO LIST ACTIVITIES WHICH MAY REVEAL YOUR RACE, RELIGION, SEX, OR NATIONAL ORIGIN.			

EMPLOYMENT HISTORY

LIST ALL EMPLOYERS WITH CURRENT OR MOST RECENT EMPLOYMENT FIRST. LEAVE NO TIME UNACCOUNTED FOR. IF LIMITED PREVIOUS EMPLOYMENT, LIST THREE PERSONS, NOT RELATED, WHO HAVE KNOWN YOU FOR SOME TIME.		
PRESENT/LAST EMPLOYER	TELEPHONE NUMBER ()	SUPERVISOR'S NAME
ADDRESS	DATES EMPLOYED	BASE SALARY OR WAGE START _____
POSITION TITLE	/ / TO / / MO. YR. MO. YR.	CURRENT OR END _____
SUMMARY OF DUTIES		DATE OF LAST INCREASE
REASON FOR LEAVING OR SEEKING CHANGE OF POSITION		
FIRST PREVIOUS EMPLOYER	TELEPHONE NUMBER ()	SUPERVISOR'S NAME
ADDRESS	DATES EMPLOYED	BASE SALARY OR WAGE START _____
POSITION TITLE	/ / TO / / MO. YR. MO. YR.	CURRENT OR END _____
SUMMARY OF DUTIES		DATE OF LAST INCREASE
REASON FOR LEAVING		
NEXT PREVIOUS EMPLOYER	TELEPHONE NUMBER ()	SUPERVISOR'S NAME
ADDRESS	DATES EMPLOYED	BASE SALARY OR WAGE START _____
POSITION TITLE	/ / TO / / MO. YR. MO. YR.	CURRENT OR END _____
SUMMARY OF DUTIES		DATE OF LAST INCREASE
REASON FOR LEAVING		
MAY WE CONTACT YOUR CURRENT EMPLOYER? YES _____ NO _____ PHONE () _____		

OCCUPATIONAL REFERENCES

(LIST PERSONAL REFERENCES ONLY IF YOU HAVE NO OCCUPATIONAL REFERENCES)

CHECK ONE ____ OCCUPATIONAL REF. ____ PERSONAL REFERENCE	NAME	OCCUPATION	YEARS ACQUAINTED
ADDRESS (STREET, CITY, STATE, ZIP CODE)			TELEPHONE NUMBER ()
CHECK ONE ____ OCCUPATIONAL REF. ____ PERSONAL REFERENCE	NAME	OCCUPATION	YEARS ACQUAINTED
ADDRESS (STREET, CITY, STATE, ZIP CODE)			TELEPHONE NUMBER ()
IN ORDER FOR BARNES & NOBLE, INC. TO CONDUCT REFERENCE CHECKS, PLEASE LIST ANY OTHER NAME YOU HAVE WORKED UNDER.			

IMPORTANT, READ BEFORE SIGNING

The filing of an application with Barnes & Noble, Inc. is a preliminary step to employment. It does not obligate Barnes & Noble, Inc. 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, Inc. 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, Inc. at any time.

- I authorize investigation of all matters contained in this application which Barnes & Noble, Inc. 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, Inc. and such persons are hereby released from all liability for issuing such information. Barnes & Noble, Inc. 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, Inc., such employment will occur at will and no contract of employment, expressed or implied, is created and that no representative of Barnes & Noble, Inc. 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 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 A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.
- NOTICE TO APPLICANTS IN CALIFORNIA
IN ANSWERING THIS QUESTION DO NOT INCLUDE: INFORMATION REGARDING AN ARREST OR DETENTION THAT DID NOT RESULT IN CONVICTION; INFORMATION REGARDING REFERRAL TO, AND PARTICIPATION IN, ANY PRE-TRIAL OR POST-TRIAL DIVERSION PROGRAM; MINOR TRAFFIC VIOLATIONS; CONVICTIONS FOR WHICH THE RECORD HAS BEEN JUDICIALLY ORDERED, SEALED OR EXPUNGED; MARIJUANA-RELATED CONVICTIONS DESCRIBED IN CALIFORNIA LABOR CODE SECTION 432.8 THAT ARE MORE THAN TWO YEARS OLD; MISDEMEANOR CONVICTIONS FOR WHICH PROBATION HAS BEEN SUCCESSFULLY COMPLETED OR DISCHARGED AND THAT HAVE BEEN JUDICIALLY DISMISSED PURSUANT TO CALIFORNIA PENAL CODE SECTION 1203.4.
- NOTICE TO APPLICANTS IN ILLINOIS
UNDER ILLINOIS LAW, AN APPLICANT IS NOT OBLIGATED TO DISCLOSE SEALED OR EXPUNGED RECORDS OF CONVICTION OR ARREST.

SIGNATURE _____

DATE _____