



This application will remain active for 90 days. Please complete the entire application in detail even if you are submitting a resume.

Deseret Book does not discriminate in any employment opportunity or practice because of a person's race, color, religion, sex, veteran's status, national origin, age, disability, or marital status. Deseret Book hires only individuals who are citizens of the United States or who have legal approval to work in the United States.

Manager's Use Only

Hire Date: _____

Associate Number: _____

User ID: _____

Please complete additional info in the new hire packet.

Deseret Book • P.O. Box 30178 • SLC, UT 84130
 Phone (801) 534-1515 • Fax (801) 517-3126
 Email hrdept@deseretbook.com
 Job Info: deseretbook.com/hr or call (801) 517-3372

General Information

First Name		M.I.	Last Name	
Address		City	State	Zip
Home Telephone ()	Other Telephone () <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Other _____			Email
Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, what is your age?	Have you previously been employed by Deseret Book? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, when?
List any relatives working for us AND your relation to them.			Have you ever been convicted of a crime or entered in a diversion agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been dismissed, asked to resign, or left by mutual agreement from any position? If yes, please explain. <input type="checkbox"/> Yes <input type="checkbox"/> No				

Position Desired

Position(s) Applying For - If applying for a retail position, please list the store(s) where you'd like your application sent.

Date Available	Minimum Wage Desired \$ _____ per <input type="checkbox"/> Hour <input type="checkbox"/> Year	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
Preferred Shifts <input type="checkbox"/> Morning <input type="checkbox"/> Day <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Saturday	Are there any hours, shifts, or days you cannot work?	
List your specific skills applicable for the available position.		
Select the method which best explains how you found out about this job.		
<input type="checkbox"/> Deseretbook.com	<input type="checkbox"/> Friend	<input type="checkbox"/> Newspaper
<input type="checkbox"/> School Posting	<input type="checkbox"/> Store	<input type="checkbox"/> Job Hotline
	<input type="checkbox"/> Monster.com	<input type="checkbox"/> Provident Living
	<input type="checkbox"/> Job Fair	<input type="checkbox"/> Other _____

References — List persons who know your work professionally, excluding supervisors

Reference 1—First and Last Name	Telephone ()	Organization/Position	Relationship/Yrs. Known
Reference 2—First and Last Name	Telephone ()	Organization/Position	Relationship/Yrs. Known
Reference 3—First and Last Name	Telephone ()	Organization/Position	Relationship/Yrs. Known

Education

High School Name and Location		Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No
College/University Name and Location	Major	Degree
College/University Name and Location	Major	Degree
Other Education	Major	Degree

Employment History — Please list most recent employer first

Company Name and Address		Company Phone ()	From (Mo/Yr)	To (Mo/Yr)
Your Position	Supervisor's Name and Position	Start Salary	End Salary	
Your Duties		Reason for Leaving		
Company Name and Address		Company Phone ()	From (Mo/Yr)	To (Mo/Yr)
Your Position	Supervisor's Name and Position	Start Salary	End Salary	
Your Duties		Reason for Leaving		
Company Name and Address		Company Phone ()	From (Mo/Yr)	To (Mo/Yr)
Your Position	Supervisor's Name and Position	Start Salary	End Salary	
Your Duties		Reason for Leaving		
Company Name and Address		Company Phone ()	From (Mo/Yr)	To (Mo/Yr)
Your Position	Supervisor's Name and Position	Start Salary	End Salary	
Your Duties		Reason for Leaving		
Company Name and Address		Company Phone ()	From (Mo/Yr)	To (Mo/Yr)
Your Position	Supervisor's Name and Position	Start Salary	End Salary	
Your Duties		Reason for Leaving		

We may contact the above employers to verify this employment information. Please check here if you **do not** wish us to contact your present employer.

No, please do not contact my current employer until _____ (e.g. specific date, after offer accepted, etc.)

The facts set forth in my application for employment and/or attached resume are true and complete. I also authorize Deseret Book to contact my references and former employers, and I release them from any liability for any statement made in response to Deseret Book's inquiry. I also understand that no one is authorized to make a contract of employment on behalf of Deseret Book except the President. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make investigation of my personal history and financial and credit record through any investigative or credit bureaus of your choice, if I am applying for a position which handles company money, finances, or customer credit card information. I understand that I will be an employee at will and can be terminated at any time with or without cause.

Signature of Applicant

Date