

# Pratt

## Application for Employment Bookstore Only

Please print or type all information.

Today's Date: \_\_\_\_\_

### GENERAL INFORMATION

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_  
Last First MI

PRESENT ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ - \_\_\_\_\_

How long at this address?: \_\_\_\_\_ If less than five years, indicate previous addresses back to 5 years.

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POSITION APPLIED FOR: \_\_\_\_\_

SCHEDULE DESIRED: FULL TIME: \_\_\_\_\_ PART TIME: \_\_\_\_\_

Are you willing to work evenings and weekends? \_\_\_ Yes \_\_\_ No

If available for part time employment, specify days and hours available: \_\_\_\_\_

If you are offered a position, when would you be available for work? \_\_\_\_\_

Have you been previously employed by Pratt? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when? \_\_\_\_\_ Department: \_\_\_\_\_ Position Held: \_\_\_\_\_

### EDUCATION

	Name and Address of School	Course of Study	# of Years Attended	Graduate?			
High School				Yes			No
	If you did not graduate from high school, did you earn an equivalency diploma?			Yes			No
College				Yes			No
Other				Yes			No

**PRACTICAL EXPERIENCE**

Please check all skills and/or knowledge you possess from previous work experiences.

- operated cash register
  - stocked shelves with general merchandise
  - handled receiving equipment such as pallet jack, hi-lo, etc.
  - served as head cashier in a retail store
  - sold artists' supplies
  - controlled artist supplies in a retail unit.
  - provided customer service in a retail environment
  - unloaded merchandise from trucks or similar vehicles
  - provided inventory control
  - supervised others
    - indicate types of workers \_\_\_\_\_
    - how many \_\_\_\_\_
  - hired/fired/trained retail personnel
    - indicate types of workers \_\_\_\_\_
    - how many \_\_\_\_\_
  - planned work schedules and controlled quality of work
  - completed reports and related paperwork
  - please indicate any special skill(s) you possess that is/are not noted in this list. \_\_\_\_\_
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**EMPLOYMENT HISTORY**

List below all present and past employment in chronological order beginning with your most recent position.. Use additional sheet if space more than seven employers is needed.

1. Name & Address of Company: _____ _____	
Type of Business: _____	Position Held: _____
Salary: _____	Supervisor's Name: _____
Dates of Employment: From: ____ / ____ / ____ To: ____ / ____ / ____	Reason For Leaving:
2. Name & Address of Company: _____ _____	
Type of Business: _____	Position Held: _____
Salary: _____	Supervisor's Name: _____
Dates of Employment: From: ____ / ____ / ____ To: ____ / ____ / ____	Reason For Leaving:

3. Name & Address of Company: _____ _____	
Type of Business: _____	Position Held: _____
Salary: _____	Supervisor's Name: _____
Dates of Employment: From: ____ / ____ / ____ To: ____ / ____ / ____	Reason For Leaving: _____
4. Name & Address of Company: _____ _____	
Type of Business: _____	Position Held: _____
Salary: _____	Supervisor's Name: _____
Dates of Employment: From: ____ / ____ / ____ To: ____ / ____ / ____	Reason For Leaving: _____
5. Name & Address of Company: _____ _____	
Type of Business: _____	Position Held: _____
Salary: _____	Supervisor's Name: _____
Dates of Employment: From: ____ / ____ / ____ To: ____ / ____ / ____	Reason For Leaving: _____
6. Name & Address of Company: _____ _____	
Type of Business: _____	Position Held: _____
Salary: _____	Supervisor's Name: _____
Dates of Employment: From: ____ / ____ / ____ To: ____ / ____ / ____	Reason For Leaving: _____
7. Name & Address of Company: _____ _____	
Type of Business: _____	Position Held: _____
Salary: _____	Supervisor's Name: _____
Dates of Employment: From: ____ / ____ / ____ To: ____ / ____ / ____	Reason For Leaving: _____

May we contact the employers listed above? \_\_\_\_\_  
 If not, indicate by number which one(s) you do not want us to contact. \_\_\_\_\_

**BUSINESS REFERENCES** (Please ensure at least two (2) served as your direct or indirect supervisors.)

1. Name and Title	
Address	<hr/> <hr/>
Telephone #	
2. Name and Title	
Address	<hr/> <hr/>
Telephone #	
3. Name and Title	
Address	<hr/> <hr/>
Telephone #	

**OTHER**

Please include any other information you think would be helpful in considering you for employment such as additional work experience, training, activities and accomplishments, etc.

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**APPLICANT'S STATEMENT**

The information provided on this application for employment and on any attached resume, license, certification, etc., is true and complete. I understand that false statements on this application shall be considered sufficient cause for dismissal. I further understand that, if I accept an offer of employment from Pratt Institute, I must provide proof of identity and eligibility to work in the U.S.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

**Pratt Institute is an Equal Opportunity Employer.**