

# The Book Table

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Degree: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

## Availability

Please mark the shifts you would usually be available to work with an X.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am-5:30pm							11am-6:30pm
10am-6:30pm							11am-6:30pm
11am-7:30pm							11am-6:30pm
1pm-9:30pm							11am-6:30pm

How many hours per week do you want to work?

How many days per week?

Do you expect to commit to working for us for at least a year?

Are you able to lift 50 pounds and be on your feet for 8 hours?

## Interests and Special Qualifications

Why do you want to work for us?

Please describe any previous employment, experience, or skills that you feel would be useful in a bookstore.

What kind of books do you like to read? Please include a list of the last three books you read and your three favorite authors.

On a scale of 1 to 5, please rate your computer skills (1 being limited, 5 being advanced):

One of the things that sets aside an independent bookstore from its corporate counterparts is the knowledge and helpfulness of its staff. It is important to us therefore to be able to recommend books to our customers, based on other books they have enjoyed. Imagine a customer you to recommend a book. Invent a list of 3 books your imaginary customer has read and enjoyed, and beside each, list the book you would recommend as a result and briefly explain why.

- 1.
- 2.
- 3.

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*It is our policy to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual orientation, age, or disability.*