

Dear Applicant:

We thank you for your interest in employment at BookPeople. Because we take the matter of hiring very seriously and because you are taking your time to fill out our application, we'd like to give you some information before beginning.

A shift at a bookstore of BookPeople's size can be strenuous and tiring work. Much time is spent on one's feet and it is necessary to stay upbeat and remain positive as long as you are in the store. Because BookPeople is open every day of the year, 9am-11pm 7 days a week except Thanksgiving, employees must be able to work evening and weekend shifts on a regular basis and be able to come in during off hours for occasional store meetings or other store functions.

In the past years BookPeople has grown in national recognition and our goal is to continue to improve. Our number one asset is our employees and the level of customer service they provide. Because of this, we need employees who are willing to go above and beyond for any customer. With their help we can offer the best customer service possible.

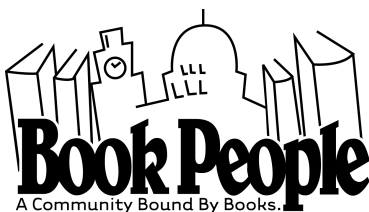
Starting pay at BookPeople is \$7.25/hr. Raises may be implemented but it may take at least a year (excepting promotions).

If you feel, considering the pay and the requirements mentioned above, that you can fill a position at BookPeople, please fill out the following application and turn it in at the Customer Service desk at the front of the store. We receive a high volume of applications and so cannot contact every applicant personally, however we will hold onto your application for at least a year and we will contact you if we would like to set up an interview.

Thank you very much for your interest in working at BookPeople. We look forward to seeing your application and encourage you to have fun and be creative.

Sincerely,
BookPeople Management and Staff

Application



Today's date _____

BookPeople is an equal opportunity employer dedicated to a policy of nondiscrimination in employment or on any basis including race, color, age, sex, religion, disability or national origin.

Personal Information

Name _____
Last First Middle Initial

Address _____ City _____

State _____ Zip _____ Telephone number _____

Social Security # _____ Are you age 18 or older? Yes No

Are you a US Citizen? Yes No if no, work permit # _____

Referred by _____

Employment Desired

Date you can start _____ Are you applying for full time or part time ?

How many hours per week? _____ Are you willing to work evenings? Yes No

Weekends? Yes No Holidays? Yes No

Please note: Shifts begin as early as 8:00am and end as late as 12:30am. If you have any special scheduling requirements, which must be considered, please indicate here:

Position desired: Bookseller Receiving Children's Book Sales Holiday Temp
(Please circle more than one)

Gifts Accounting Marketing Returns Coffeehouse

Are you employed now? Yes No May we contact you present employer? Yes No

Education

High School Attended _____ Location _____
No. of years completed _____ Did you graduate? Yes No Degree/Field of Study _____

College attended _____ Location _____
No. of years completed _____ Did you graduate? Yes No Degree/Field of Study _____

Trade/Business/Correspondence School attended _____ Location _____
No. of years completed _____ Did you graduate? Yes No Degree/Field of Study _____

Other Information

Do you have any physical limitations that would prevent you from performing daily duties associated with the job you are applying for? Yes No

If yes, please explain: _____

Have you ever been convicted, or pled guilty or no contest to, a felony offense? Yes No

If yes, please explain: _____

Other Experience

State any additional information you feel may be helpful to us in considering your application.

What is your definition of 'customer service' and how do you achieve it in your own work?

We want to know about your reading interests. Please list the last four books you have read:

1. _____ 2. _____

3. _____ 4. _____

Should you be offered a position at BookPeople, in what areas would you be most comfortable making recommendations?

Please briefly list your hobbies and leisure pursuits, not including reading.

General

Special Courses or training _____

Experience/Skills related to this position _____

Employment History

(Begin with the most recent position)

Name of employer _____

Address and phone _____

Your position _____ Starting Salary _____ Final Salary _____

Duties _____

Name and position of immediate supervisor _____

Date employed _____ Date left _____ Reason for leaving _____

Name of employer _____

Address and phone _____

Your position _____ Starting Salary _____ Final Salary _____

Duties _____

Name and position of immediate supervisor _____

Date employed _____ Date left _____ Reason for leaving _____

Name of employer _____

Address and phone _____

Your position _____ Starting Salary _____ Final Salary _____

Duties _____

Name and position of immediate supervisor _____

Date employed _____ Date left _____ Reason for leaving _____

If you have bookstore, retail or restaurant experience that is not listed, please tell us where and what you liked/disliked about it.

Do you have any questions or comments about BookPeople?

BookPeople is a busy bookstore. We're open long hours and shifts can be tiring as well as stressful. Working in a bookstore the size of BookPeople requires stamina, patience, and self-motivation. Once again, all the opening positions at BookPeople start at \$7.25/hr. Given the large number of applications we receive, please write an essay on the back of the cover sheet or on a separate piece of paper explaining why you should be considered. We encourage you to be creative!

References

Name _____ Phone _____

Relation _____ Years known _____

Name _____ Phone _____

Relation _____ Years known _____

Name _____ Phone _____

Relation _____ Years known _____

I certify that the information provided is true and correct.

Signature _____ Date _____