



BookPeople is the largest independent bookstore in Texas. From our beginnings in 1970 as a small new-age bookstore in West Campus called Grok Books to our current downtown location, we have always strived to be a space for the free exchange of ideas. During our more than forty year history, we have gained national recognition and become an iconic Austin destination.

Our slogan is “a community bound by books,” and we pride ourselves in expressing our individuality and diversity through staff curation and impeccable customer interaction. Our diversity is demonstrated not only by our voices in the store but by the books on our shelves. Our number one asset is our employees, whose knowledge, enthusiasm, and expertise are invaluable. We are known not only for our ability to help Austin readers find what they want to read now but also identify what they want to read next.

BookPeople is a busy and innovative place to work. We host over 400 events in the store and around the city each year, including author appearances, book clubs, literary camps, school book fairs, storytimes, and local literary workshops. We pride ourselves in being Austin’s bookstore and look for every opportunity to engage with the Austin community through our work in schools and with local non-profits.

Please complete 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 therefore cannot contact every applicant personally. However, we do keep applications on file for a year and reference them during the hiring process.

Included with the application is an essay portion. We encourage applicants to take the opportunity to be creative and tell us why you feel you’d be a good fit for BookPeople.

We thank you for your enthusiasm and your interest in joining the team. We look forward to seeing your application and to meeting you in person.

Sincerely,  
BookPeople

# BookPeople Application

Today's date \_\_\_\_\_

## Personal Information

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Are you age 18 or older? Yes  No

Are you a U.S. 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 8am and end as late as 12am. If you have any special scheduling requirement which must be considered, please let us know here:

\_\_\_\_\_

Position desired ( *please circle more than one* ):

Bookseller    Receiving    Children's Book Sales    Gifts

Tech    Accounting    Events    Coffeehouse    Holiday Temp.

Are you currently employed? Yes  No

May we contact your 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 \_\_\_\_\_ 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 (e.g. bilingual)\_\_\_\_\_

Employment History (Begin with most recent position)

Name of employer\_\_\_\_\_

Address & phone\_\_\_\_\_

Your position\_\_\_\_\_Starting salary\_\_\_\_\_Final salary\_\_\_\_\_

Date employed\_\_\_\_\_Date left\_\_\_\_\_Reason for leaving\_\_\_\_\_

Name of employer\_\_\_\_\_

Address & phone\_\_\_\_\_

Your position\_\_\_\_\_Starting salary\_\_\_\_\_Final salary\_\_\_\_\_

Date employed\_\_\_\_\_Date left\_\_\_\_\_Reason for leaving\_\_\_\_\_

Name of employer\_\_\_\_\_

Address & phone\_\_\_\_\_

Your position\_\_\_\_\_Starting salary\_\_\_\_\_Final salary\_\_\_\_\_

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. \_\_\_\_\_

References (Please do not use friends or family members)

Name \_\_\_\_\_ Phone or Email \_\_\_\_\_

Association \_\_\_\_\_ Years known \_\_\_\_\_

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Name \_\_\_\_\_ Phone or Email \_\_\_\_\_

Association \_\_\_\_\_ Years known \_\_\_\_\_

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Name \_\_\_\_\_ Phone or Email \_\_\_\_\_

Association \_\_\_\_\_ Years known \_\_\_\_\_

Do you have any questions or comments about BookPeople? \_\_\_\_\_

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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. Given the large number of applications we receive please distinguish yourself by expressing why **you** should be considered. Write an essay, compose a song or paint a picture - we encourage you to be creative!

I certify that the information provided is true and correct.

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