

Dear Applicant,

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

A shift at a bookstore of our 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. Applicants must be able to lift and carry 50 pounds.

In the past years, we have 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 our customers, including things outside the scope of a typical retail position such as giving directions, recommendations, or whatever else is needed. With our employee's help, we can continue to offer the best customer service possible.

Typical starting pay is minimum wage. Everyone is hired on a trial basis, and after one month the position will be reviewed. Raises may be implemented.

If you feel, considering the pay and the requirements mentioned above, that you can fill a position at Bank Square Books or Savoy Bookshop and Café, please complete the following application and attach a resume. We receive a high volume of applications and therefore cannot contact every applicant personally; however, we will hold onto your application for at least a year and contact you if we would like to set up an interview.

Thank you very much for your interest in working at Bank Square Books or Savoy Bookshop and Café. We look forward to seeing your application and encourage you to have fun and be creative.

Sincerely,
Bank Square Books & Savoy
Bookshop and Café Management
and Staff

Bank Square Books and Savoy Bookshop and Café 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 # _____

Employment Desired

Date available to 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

Any interest in working events? (typically evenings and weekends only) Yes No

Please Note: Shifts begin as early as 7:30 am and end as late as 9:30 pm. If you have any special scheduling requirements which must be considered, please let us know here:

Are you currently employed? Yes No

May we contact your present employer? Yes No

Referred by: _____

General

Special courses or training _____

Experience/Skills related to this position _____

Employment History (Begin with most recent position)

Name of Employer _____

Address and phone _____

Your position _____ Starting salary _____ Final Salary _____

Date Employed _____ Date left _____ Reason for leaving _____

Name of Employer _____

Address and phone _____

Your position _____ Starting salary _____ Final Salary _____

Date Employed _____ Date left _____ Reason for leaving _____

Name of Employer _____

Address and phone _____

Your position _____ Starting salary _____ Final Salary _____

Date Employed _____ Date left _____ Reason for leaving _____

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

References (Please do not use friends or family members)

Name _____ Phone or email _____

Association _____ Years known _____

Name _____ Phone or email _____

Association _____ Years known _____

Name _____ Phone or email _____

Association _____ Years known _____

Fun Stuff

What is the last book you read? _____

What did you like or dislike about it? _____

What is your favorite book? _____

What is your preferred genre or kind of book? _____

List the first book that comes to mind for the following:

History _____ Cooking _____

Biography _____ Young Adult _____

Picture book _____ Graphic Novel _____

Non Fiction _____ Fiction _____

Why do you want to work here?

I certify that the information provided is true and correct.

Signature _____ Date _____