

## Application for Employment

**Phoenix Books sells new, frontlist books, fulfilling the need for a locally-owned, independent bookstore that nurtures readers of all ages.**

Phoenix Books seeks to hire part- and full-time booksellers. Bookselling requires:

- Exceptional customer service: meeting customer needs and helping customers have a positive shopping experience
- Accuracy and thoroughness in all fundamental responsibilities including cash register functions, book searches, special orders, shelving, and maintaining store appearance
- Using industry tools to search for customer-requested books and merchandise
- A range of computer skills
- Ability to work effectively both as a team member and independently
- Initiative, contributing new ideas and anticipating store needs.
- Excellent communication skills balancing many tasks on a ongoing basis
- Ability to lift up to 35 pounds

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

Phone: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

City / State / Zip: \_\_\_\_\_ Email \_\_\_\_\_

Length of time at this address: \_\_\_\_\_ How long have you lived in the area: \_\_\_\_\_

Which of our four locations are you interested in?

\_\_\_\_ Phoenix Books Burlington (191 Bank Street)    \_\_\_\_ Phoenix Books Essex (2 Carmichael Street)

\_\_\_\_ Phoenix Books Rutland (2 Center Street)    \_\_\_\_ Phoenix Books Misty Valley (58 Common Street, Chester)

Salary Requirements: \_\_\_\_\_ Date you are able to start: \_\_\_\_\_

Are you seeking: \_\_\_\_ 4-5 shifts/week (16-30 hours)    \_\_\_\_ 2-3 shifts/week(8-18 hours)

Flexibility is an important factor when considering candidates for hiring, including the ability to work evenings, weekends). Hours of operation vary at each store, and can change during the year.

Please be very clear when you would be available to work and when you are unavailable to work on a regular basis.

Describe your current commitments. (Include conflicts, classes, other jobs, other regular commitments, times you expect to be out of town, etc)

How were you referred to us? \_\_\_\_\_

Favorite genres, books, authors: \_\_\_\_\_

Favorite subject: \_\_\_\_\_

What are you reading now? \_\_\_\_\_

How many books have you read in the past year? \_\_\_\_\_ print    \_\_\_\_\_ ebook

Have you ever been terminated from a job for any reason? \_\_\_\_\_ yes    \_\_\_\_\_ no

Please include a resume detailing employment history and education.

Who is one of your favorite role models and why? \_\_\_\_\_

Are you in school now? If so, where and what are you studying? \_\_\_\_\_

When do you plan to graduate? Is there anything about your education that you would like us to know? \_\_\_\_\_

Please answer the following questions, using additional paper if necessary.

Describe the very best customer service experience you've ever encountered. Is there any way that the experience could have been improved?

Describe your greatest personal accomplishment.

Please provide an example of having taken initiative to solve a problem.

What areas of expertise can you bring to Phoenix Books? Please be specific. (ex: language skills other than English, computer skills, marketing, graphic design, story telling, etc.)

Complete the following sentence: At work, I am happiest and most productive when I am:

What hobbies or outside interests do you have?

Where do you see yourself in 3 – 5 years?

If you could be or meet anyone in the world (living or dead), who would it be and why.

Please write a brief statement on why you want to work at Phoenix Books.

Feel free to add anything you wish that you think might be of interest to us in considering your application. Thank you for taking the time to fill out our application and apply for employment. Please return your application and resume via email to: [jobs@phoenixbooks.biz](mailto:jobs@phoenixbooks.biz).

Phoenix Books is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, national origin, gender, marital status, sexual orientation, veteran status, disability, or with regard to public assistance. All information obtained in connection with this application is strictly confidential. We will keep your application and supporting documents on file for 3 months.

Have you ever been convicted of a criminal offense? \_\_\_\_\_yes \_\_\_\_\_no

Are you a U.S. citizen? \_\_\_\_\_yes \_\_\_\_\_no

By signing your name below, you understand and agree to the following:

1. I voluntarily give my consent to Phoenix Books to make a thorough investigation of my past employment.
2. In the event of my employment at Phoenix Books, I will comply with all rules and regulations as set forth by the company. I certify that all statements made by me in this application are true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would affect this application unfavorably. I understand that if I am employed at Phoenix Books, any false statement on this employment application shall be considered sufficient cause for dismissal.

Date: \_\_\_\_\_Signature: \_\_\_\_\_

Please provide the name, phone number and email address for three professional references that we may contact.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Self-Assessment

### Qualities

### Strong

### Could be better

### Weak

Initiative

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Creativity / innovation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Realistic

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organized

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ability to get things done

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Abstract thinker

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Trouble-shooter

\_\_\_\_\_

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Persuasive

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Good with numbers

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Good with people

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Detail-oriented

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Patience

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Humble

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Trustworthy

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Accountable

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Integrity

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Intuitive

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Respectful

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Value diversity

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