



# APPLICATION FOR EMPLOYMENT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

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

How long have you lived at this address? \_\_\_\_\_ Preferred Pronouns: \_\_\_\_\_

Are you age 18 or older? Yes  No  Have you been fully vaccinated against Covid-19? Yes  No

Are you either a U.S. citizen or authorized to work in the U.S.? Yes  No

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

## Which of our locations are you interested in?

- Phoenix Books Burlington (191 Bank Street)  Phoenix Books Essex (2 Carmichael Street)  
 Phoenix Books Rutland (2 Center Street)

Type of employment desired:  Full time (30+ hours)  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, and holidays. Hours of operation vary at each store, and can change during the year. You may begin as early as 8:45 am or end as late as 9:30 pm. Please be specific 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.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you willing to work evenings? Yes  No  Weekends? Yes  No  Holidays? Yes  No

Can you travel if required by this position? Yes  No

Have you ever been terminated from a job for any reason? Yes  No

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

Please include a resumé detailing employment history and education.

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

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

How many books have you read in the past year? Print \_\_\_\_\_ Ebook \_\_\_\_\_ Audio \_\_\_\_\_

**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? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you handle conflict? Describe a recent experience that was negative. How did you deal with that situation? What would you do differently, given the chance? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What three adjectives would your past employers use to describe you? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What areas of expertise can you bring to Phoenix Books? Please be specific (ex: language skills other than English, computer skills, marketing & social media, graphic design, storytelling, etc). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pretend you are writing a staff pick. In 100 words or fewer, describe the book and why our customers should read it.

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Why would you like to work at Phoenix Books? What are your expectations of having a job here? \_\_\_\_\_

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Please list at least 3 references not related to you whom you have known at least one year. If possible, please include at least one professional reference.

Name	Phone	Relationship	Years known

Phoenix Books is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, national origin, gender, gender expression, 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.

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.

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

Feel free to add anything you wish that you think might be of interest to us in considering your application. Please return your application and resumé detailing employment history and education via email to: [jobs@phoenixbooks.biz](mailto:jobs@phoenixbooks.biz)