



Dear Applicant:

Thank you for your interest in Downtown Books as a possible place of employment. Because any employment decision is a very important one, we'd like to give you some basic information about working here that might influence your decision even before you take the time to fill out our rather lengthy application.

We need part-time employees who are able to work Monday through Saturday on a regular, not rotating basis. Our beginning pay is \$11.10 per hour.

The work is customer oriented, very detailed, and sometimes physically demanding. Most of us spend long hours on our feet. Dust, printer's ink, coffee, syrup, and milk stains are part of our daily environment, and applicants must have an adaptable nature because job descriptions here are often loosely defined. We must be flexible enough to fulfill a variety of functions, depending upon what needs are most pressing at any given time.

There are some benefits to offset the hard work and low pay. Employees may enjoy one coffee or seasonal drink at no cost during their work hours. Employees may borrow used books, that have not been processed, to peruse at home. Employees may also take home books that the store is choosing to not put on the shelf.

Other benefits are less tangible, but obvious to book lovers, and are probably what brought you to this point in the first place. Bringing books and people together in an atmosphere that encourages freedom of expression can be personally rewarding. Yet, working in a bookstore is not for everyone who loves books and people.

If, after carefully considering the above, you feel that you can fulfill the requirements at the pay scale offered and find satisfaction in working at Downtown Books, we encourage you to fill out the attached application and return it to our store. Should a position be immediately available that combines your interests and qualifications with our needs, we will contact you. If no positions are initially available, and you wish to reactivate your application at a future date, please contact Liane Davis-Kling. Your application will remain on file with us for six months.

Thank you for your consideration of us and your kind attention.

Liane Davis-Kling
and the Downtown Books Staff

Mailing Address: 525 Yampa Ave., Craig, CO 81625

Phone: 970-824-5343



(Please **Do Not** Type. Please **Use** blue or black ink pen.)

Name _____ Date _____

Address

_____ State _____ Zip _____ City _____
_____ Phone _____
_____ E-Mail _____

Are you applying for on-going, holiday, or temporary work?

_____ Are you willing and able to work weekends?

_____ Do you have any scheduling restrictions? Yes ___ No ___ If yes, what are the scheduling restrictions? _____

_____ When would you be available to begin work?

_____ Please circle your areas of interest: coffee bar, counter sales, computers, social media, physical operations, shipping and receiving, or other: _____ Have you ever filed an application with us before? Yes ___ No ___ If yes, give date _____

_____ Have you ever been employed with us before? Yes ___ No ___ If yes, give date _____

_____ How did you hear about Downtown Books as a possible employer? _____

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

_____ Have you ever been convicted of a felony? Yes ___ No _____

(Conviction will not automatically disqualify you from employment.) If yes, please explain.



Education

| | High School | College | Graduate School | Other Classes, Workshops or Seminars |
|---------------------|--------------------|----------------|------------------------|---|
| Name | | | | |
| Location | | | | |
| Field of Study | | | | |
| Graduation (Yes/No) | | | | |

Please summarize special job-related skills and qualifications acquired from studies, employment or other experience.

What specific experience or training do you have working with computers? Please list

your five strongest areas of expertise.

Please name a few genres located in the bookstore in which you are interested. 3



Why do you want to work in a bookstore?

How would you describe someone who is a good bookseller?

Have you ever used an espresso maker at home or in another work setting? List any work experience you've had handling or preparing food or beverages.

Describe the kind of atmosphere you think lends itself to both coffee and books. 4



Employment History

_ Please start with your present or last job. Please complete even if you are including a resume.

| | |
|----------|------------------------|
| Employer | Dates Employed from to |
| Address | Nature of Work |
| Phone | |

| | |
|----------------------|------------------|
| Job Title Supervisor | Aspects Liked |
| Reason for Leaving | Aspects Disliked |

| | |
|--------------------|------------------------|
| Employer | Dates Employed from to |
| Address | Nature of Work |
| Phone | |
| Job Title | Aspects Liked |
| Reason for Leaving | Aspects Disliked |

| | |
|--------------------|------------------------|
| Employer | Dates Employed from to |
| Address | Nature of Work |
| Phone | |
| Job Title | Aspects Liked |
| Reason for Leaving | Aspects Disliked |



Employment History (continued)

If you have been employed in the book, retail, or restaurant business and have not listed it above, please indicate where, when and what you liked and disliked about it.



Downtown Books is a retail business dedicated to the principle of freedom of expression. Our purpose is to bring people and books together in an ethical, profitable and socially conscious way. We all recognize that the store must have financial health as its primary consideration. At

the same time, we choose to do business in a manner of trust, believing this to be in the best interest of the business, the community, and the society in which we live. It is for this common purpose that we come together, forming a diverse working community of individuals, each one recognized as being unique and bringing to each task the full commitment of our abilities. It is our belief that with this freedom to use our creative talents comes the responsibility to integrate our individuality with the goal of the group and the store.

Please respond to this statement with your reactions, thoughts, and feelings. Tell us how this approach to work complements or challenges your personal philosophy and approach to work.

I certify that I have completed this application and that my answers to all questions on the application and attachments are true, correct, and complete, and without any significant omission to the best of my knowledge and belief. I understand that any omission or misrepresentation may result in refusal of or separation from employment with Downtown Books. I understand that any references provided or former employers listed may be contacted and a background check may be conducted. I also am aware that no promise of employment is implied in the acceptance of the application.

Signature

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We are an Equal Opportunity Employer. Diversity is welcome. Thank You

To help us comply with Federal and State equal opportunity laws, record keeping, and other legal requirements, we ask that you answer the questions below. Completion of this form is optional.

This pre-employment information will be kept in a confidential file separate from the attached application for employment.

Date _____

Race Ethnic Group:

___ White/Caucasian ___ Black/African American ___ Hispanic ___ Native American
___ Asian/Pacific Islander

Sex:

___ Female ___ Male Birth Date ___/___/___

Are you a Vietnam Era Veteran? Are You a Disabled Veteran? ___ Yes ___ No ___
Yes ___ No

Do you have a mental or physical disability?

___ Yes ___ No

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