

browseabout

well-read since 1975

Thank you for your interest in a position at Browseabout!

Minimum requirements for employment include (but are NOT limited to):

- a knowledge of books & authors (bookseller position)
- the ability to perform café related tasks, including creating specialty coffee drinks, brewing coffee, following food safety requirements, café clean up (café position)
- excellent customer service and interpersonal skills in interacting with customers and staff members
- accuracy and attention to details
- the ability to stand for an 8+ hour shift
- the ability to lift and move 20+ lb. boxes
- excellent computer skills to navigate our point-of-sale system and internet searches
- flexibility in scheduling, as well as availability on nights, weekends and holidays (currently we are only closed Thanksgiving Day and Christmas Day)
- A minimum of 24 hours/week is required
- You must be willing to share the responsibility for general store cleaning, including (but not limited to) dusting, public & staff restroom maintenance, vacuuming, and mopping

After submitting your application, we will contact you to schedule an interview if we feel you are a good candidate for a position.

Please sign below to indicate your understanding of these requirements.

Signature: _____ Date: _____

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EMPLOYMENT APPLICATION

Date: _____

Legal Name: _____

Last

First

MI

Preferred Name: _____ Preferred pronoun (optional): _____

Contact Phone Number: () _____

Permanent Address: _____

Street

City

State

Zip

Summer Address (If applicable): _____

Street

City

State

Zip

Start Date: _____ End Date (if summer only): _____

Are you looking for part-time or full-time work? _____

Are you available nights and weekends? _____

List any scheduling restrictions here:

Please tell us a little about yourself and why you want to work at Browseabout Books.

Education

	High School	College	Graduate School	Other Education
Name				
Location				
Field of Study				
Years Completed				
Graduated?				

Employment History

Begin with your most recent employer.

Dates:	Employer:	Location:	Phone:	Job Title:
Are you currently employed here?	Would you work here again?	If no, why not?	May we contact this employer to verify employment?	What was your favorite part of this job?

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If you have other relevant retail experience not listed, please list here.

Please list the last three books you've read.

1. _____
2. _____
3. _____

Please list your three favorite books.

1. _____
2. _____
3. _____

What three adjectives would past employers (or teachers) use to describe you?

1. _____
2. _____

3. _____

How do you handle conflict? Give an example of how you have dealt with a potentially negative situation.

What is an ideal work environment for you? What conditions do you thrive under and what makes you uncomfortable?

Professional references:

Name	Phone or Email	Relationship	Years Acquainted

Anything else you would like us to know about you?

I certify that the answers given herein are true to the best of my knowledge. I authorize investigation of all statements contained within this application as may be necessary in arriving at an employment decision.

Signature: _____ Date: _____