

Dear Applicant,

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

A shift at a bookstore of BookPeople's 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. Because BookPeople is open every day of the year, 9am-11pm 7 days a week except Thanksgiving, employees must be able to work evening and weekend shifts on a regular basis and be able to come in during off hours for occasional store meetings or other store functions.

In the past years BookPeople has 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. With their help we can offer the best customer service possible. Even though this application is for a barista, you will be expected to be knowledgeable about the bookstore as customers may ask you where sections are, for book recommendations, etc.

Starting pay at BookPeople is \$7.25hr since it is a tipping position. Raises may be implemented, but it may take at least a year (excepting promotions).

If you feel, considering the pay and the requirements above, that you can fill a position at BookPeople, please complete the following application and turn it into the barista on duty. We receive many applications and therefore cannot contact every applicant personally, however, we will hold onto your application for at least a year and will contact you if we'd like to set up an interview.

Thank you very much for your interest in working at BookPeople. We look forward to seeing your application.

Sincerely,
BookPeople Management and Staff

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 # _____

Referred by _____

Employment Desired

Date you can 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

Please note: Shifts begin as early as 8am and end as late as 12am. If you have any special scheduling requirement which must be considered, please let us know here:

Are you currently employed? Yes No

May we contact your present employer? Yes No

Education

High School Attended _____ Location _____

No. of years completed ____ Did you graduate? Yes No Degree/Field of Study _____

College attended _____ Location _____

No. of years completed ____ Did you graduate? Yes No Degree/Field of Study _____

Trade/Business/Correspondence School _____ Location _____

No. of years completed ____ Did you graduate? Yes No Degree/Field of Study _____

Other Information

Do you have any physical limitations that would prevent you from performing daily duties associated with the job you are applying for? Yes No

If yes, please explain _____

Have you ever been convicted, or pled guilty or no contest to a felony offense? Yes No

If yes, please explain _____

Other Experience

Do you have a current, valid City of Austin approved Food Handler Certification? Yes No

Have you ever worked as a barista before? Yes No

If not, please tell us why you would be a good fit for this type of work.

What is your definition of 'customer service' and how do you achieve it in your own work?

Please list any special courses or training you would like us to know about.

State any additional information you feel may be helpful to us in considering your application.

General

Please list the last couple of books you have read and a few of your favorites.

Please tell us about your favorite records, movies, hobbies, and/or other leisure pursuits.

How did you hear about us?

I am a BookPeople customer!

I was referred by _____ !

Other (please explain) _____

Employment History (Begin with most recent position)

1. Name of employer: _____

Address & phone: _____

Your position: _____ Starting salary: _____ Final salary: _____

Date employed _____ Date left _____ Reason for leaving _____

2. Name of employer: _____

Address & phone: _____

Your position: _____ Starting salary: _____ Final salary: _____

Date employed _____ Date left _____ Reason for leaving _____

3. Name of employer: _____

Address & phone: _____

Your position _____ Starting salary: _____ Final salary: _____

Date employed _____ Date left _____ Reason for leaving _____

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

References (Please do not use friends or family members)

1. Name _____ Phone or Email _____

Association _____ Years known _____

2. Name _____ Phone or Email _____

Association _____ Years known _____

3. Name _____ Phone or Email _____

Association _____ Years known _____

Do you have any questions or comments about BookPeople? _____

BookPeople is a busy bookstore. We're open long hours and shifts can be tiring as well as stressful. Working in a bookstore the size of BookPeople requires stamina, patience, and self-motivation. Once, again all the opening positions in BookPeople Coffeehouse start at \$7.25/hr. since it is a tipping position.

I certify that the information provided is true and correct.

Signature _____ Date _____