

Dear Applicant:

Thank you for your interest in employment at Nowhere Bookshop. Before you decide to complete our rather lengthy application, we'd like to give you as much information about the store and the jobs as possible. Nowhere Bookshop is committed to building a community of readers here in San Antonio and becoming a premier independent bookstore. We are passionate about books and finding new readers for all of our favorite works (old and new). But working in an independent bookstore is not always easy. It is, first and foremost, a frontline retail job which means long hours on your feet, moving heavy boxes, and interacting with customers all day long. Every job in the shop is customer-focused. Whether it's bookselling or bartending, our goal is to provide the best possible experience for our customers so that they keep coming back.

While you will read a lot of news lately about the resurgence of independent bookstores, the industry still struggles with an antiquated business model that keeps our margins low. But we are dedicated to ensuring that we are providing whatever we can to our employees and we plan to continually evaluate wages and benefits to ensure that the team that builds this store is well cared for.

For now, our starting wages are as follows:

- Bookseller (\$10/hr)
- Internet Bookseller and Subscription Club Coordinator (\$12/hr)
- Barista/Bartender (\$8/hr + tips)

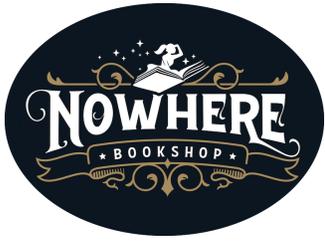
After the completion of a 90-day probationary period, employees will receive a pay increase of fifty cents an hour. All positions will work out of our physical location at 5154 Broadway in San Antonio.

We are excited to open our doors to the public soon. We're pouring through catalogs of books to build our inventory. We're planning the bar and coffee program. We've already got great events with national and local authors lined up that we can't wait to announce. But now we need to find the perfect team to pull it all together. The first years of Nowhere Bookshop are going to be fun and challenging and lots of work. We need enthusiastic and energetic booksellers to help make this store one of the best independent bookstores in the country. If, after considering all of the above, you feel you'd be a good addition to the team, please fill out the application and return it to [elizabeth@nowherebookshop.com](mailto:elizabeth@nowherebookshop.com).

Thank you!

Elizabeth Jordan

Nowhere Bookshop General Manager



# EMPLOYMENT APPLICATION

## GENERAL INFORMATION

Legal Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
Last First MI

Contact Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Are you 18 years or older?: \_\_\_\_\_

Are you a U.S. citizen? Yes  No  If no, do you have a work permit? \_\_\_\_\_

What languages do you speak? \_\_\_\_\_ Referred by: \_\_\_\_\_

- Position Applying For: Bookseller (\$10/hr)   
Internet Bookseller and Subscription Club Coordinator (\$12/hr)   
Barista/Bartender (\$8/hr + tips)

If you are applying for the Internet Bookseller position, please describe any ecommerce or shipping and fulfillment experience you have:

If you are applying for a Barista/Bartender position, how many years experience do you have as a barista or bartender?

Are you looking for part-time or full-time work? \_\_\_\_\_ Are you available nights and weekends? \_\_\_\_\_

If applying for part-time, how many hours per week? \_\_\_\_\_ Date Available to start: \_\_\_\_\_

If you have any scheduling restrictions, please list them here:

Why do you want to work at Nowhere Bookshop? What are your expectations of having a job here?

**EDUCATION**

	High School	College	Graduate School	Other pertinent classes, workshops or seminars
Name				
Location				
Field of Study				
Years Completed				
Graduated?				

What were your favorite subjects in school?

Are you currently a student or do you have any plans for continuing your education?

**EMPLOYMENT HISTORY**

Begin with your most recent employer. Include all employment for the past 10 years. Use additional pages if necessary.

Dates:	Employer:	Location:	Phone:
Job Title:	Supervisor:	May we contact this employer for reference? YES / NO	
Favorite Part of Job:		Reason for Leaving:	
Would you work here again? Yes / No	If no, why not?		

Dates:	Employer:		
Job Title:	Supervisor:		
Favorite Part of Job:			
Would you work here again? Yes / No	If no, why not?		

Dates:	Employer:		
Job Title:	Supervisor:		
Favorite Part of Job:			
Would you work here again? Yes / No	If no, why not?		

Dates:	Employer:		
Job Title:	Supervisor:		
Favorite Part of Job:			
Would you work here again? Yes / No	If no, why not?		

If you have other retail or restaurant experience not listed above, please list it here, along with what you liked or didn't like about it:

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## QUESTIONS

What is the most important thing you look for in a job?

What are some of the things your last employer could have done to be more successful?

What are some of the things your last employer could have done to keep you?

How do you handle conflict? Describe a recent experience that was negative. How did you deal with that situation? What could you have done differently?

What kind of work environment do you thrive in? What kind of work environment are you uncomfortable with?

What three adjectives would past employers use to describe you?

Why do you want to work in a bookstore?

How would you describe a good bookseller?

What types of books do you enjoy reading? Which sections do you feel you'd be the strongest seller of?

What does customer service mean to you?

What are your interests (outside of reading)?

What do you see as the role of the independent bookstore and how would you help Nowhere Bookshop fill that role?

**REFERENCES** (professional references only, please):

Name	Phone or Email	Association	Years Acquainted

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What other information about you would be helpful in evaluating your application?

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**I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all my statements contained within this application for employment as may be necessary in arriving at an employment decision. I also am aware that no promise of employment is implied in the acceptance of the application.**

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

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