



changing hands
BOOKSTORE

Dear Applicant,

Thank you for your interest in seeking employment at Changing Hands Bookstore. 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 to apply.

We are seeking employees who are book lovers and customer-oriented. This is a detailed and sometimes physically demanding job. Changing Hands is a busy store and working for us requires stamina, patience and self-motivation. Dust and printer's ink are a part of our daily environment, and applicants must have an adaptable nature. You will spend long hours on your feet and you must be comfortable lifting at least 30 lbs. We hire part-time and full-time employees. Part time employees are expected to work a minimum of 20 hours a week. Because of our extensive training, all new employees are asked to make a one-year commitment to Changing Hands; we do not hire seasonal help. We need colleagues who are available to work some evenings and weekends on a regular, not rotating, basis. We need all employees to help customers with book and gift purchases, to work as cashiers, clean and maintain the store, and to help logistically for in-store and offsite events.

Bringing books and people together is personally rewarding, yet working in a bookstore is not for everyone. The position's pay is \$8-\$10 per hour, based on previous bookselling experience. You have the possibility to move into other areas of operation as opportunities present themselves and your interests and expertise develop. We see teamwork, book knowledge, flexibility and, above all, customer service as critical elements to the success of this store.

There are benefits to offset the hard work. Employees become part of a 39+ year old independent community bookstore. Renowned speakers come through the store. Employees receive advanced copies of books. Employees receive discounts on books and gifts. Vacation and sick leave are paid based on length of employment, and the store provides IRA enrollment and medical and dental reimbursement.

If you feel that you can fulfill the requirements above, please apply for a position. Changing Hands receives a high volume of applications and cannot contact every applicant personally. Should a position be immediately available that combines your interest and qualifications with our needs, we will contact you. If no positions are initially available, we will keep your application for six months. Please note, our Phoenix location is scheduled to open Winter 2013.

Thanks again for your interest in seeking employment at our bookstore.

-The Staff of Changing Hands



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Application for Employment

Date _____

**Questions must be answered in your own handwriting. Complete all questions.*

NAME _____
 Last First Middle

ADDRESS _____
 Street City State Zip Code

Social Security No. Home Phone Cell Phone Email Address

Preferred location* Tempe Phoenix (opening Winter 2013) *does not guarantee employment at that location

Position Desired: _____ Full time (30+ hrs/week) Part time (20 hrs/week minimum)

Start Date: _____ Personal Goals: _____

May we contact your present employer? _____ Current Salary: _____ Are you over 18? _____

Do you know anyone in our employ? _____ Name: _____

Referred By: _____ Ever Applied Here Before? _____ When: _____

Do you have any restrictions on hours or travel? _____

Special skills or knowledge: _____

How many days did you miss work last year? _____ Reasons: _____

Have you been convicted of a felony or misdemeanor or released from prison in the past 7 years? _____
 (This information may not prevent you from being hired.) If yes, please explain: _____

Will visa or immigration status prevent lawful employment: _____

Have you ever been **denied** Workers Compensation? _____ How many times? _____

When: _____ Where: _____

REFERENCES: (List below the names of three persons not related to you whom you have known at least one year.)

Name	Phone	Relationship	Years Acquainted
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In an emergency, contact: _____ City/State _____ Phone: _____

EDUCATION Year?	Name/Location of School	Subjects Studied	Did you graduate/
High School	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N _____
College	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N _____
Post Graduate	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N _____
Trade, Business or Correspondence	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N _____

Degrees/Certificates Earned: _____

EMPLOYMENT HISTORY *Begin with your most recent employer. Include all employment for the past 10 years. List any periods and reason for self-employment and/or unemployment. Use additional pages if necessary.*

Employment Dates (Mo-Yr) to (Mo-Yr)	Job Title	Employer Name
Supervisor: _____	Last Salary: _____	Location : _____
Experience Learned: _____		Telephone: _____
Reason for Leaving: _____		
CHB USE: Employment Verified: _____ Initials: _____		
<hr/>		
Employment Dates (Mo-Yr) to (Mo-Yr)	Job Title	Employer Name
Supervisor: _____	Last Salary: _____	Location : _____
Experience Learned: _____		Telephone: _____
Reason for Leaving: _____		
CHB USE: Employment Verified: _____ Initials: Employment		
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Employment Dates (Mo-Yr) to (Mo-Yr)	Job Title	Employer Name
Supervisor: _____	Last Salary: _____	Location : _____
Experience Learned: _____		Telephone: _____
Reason for Leaving: _____		
CHB USE: Employment Verified: _____ Initials: _____		
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Employment Dates (Mo-Yr) to (Mo-Yr)	Job Title	Employer Name
Supervisor: _____	Last Salary: _____	Location : _____
Experience Learned: _____		Telephone: _____
Reason for Leaving: _____		
CHB USE: Employment Verified: _____ Initials: _____		
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Employment Dates (Mo-Yr) to (Mo-Yr)	Job Title	Employer Name
Supervisor: _____	Last Salary: _____	Location : _____
Experience Learned: _____		Telephone: _____
Reason for Leaving: _____		
CHB USE: Employment Verified: _____ Initials: _____		

Describe the duties and responsibilities of your most recent job: _____

What do you want in a job? _____

How do you handle conflict? Describe a recent experience that was negative. How did you deal with that situation? What did you do that felt comfortable? What would you do differently? _____

What do you know about Changing Hands and/or the position you are applying for?

HOURS OF AVAILABILITY

The following are the hours I am available. I understand that my employment is based on the hours I am available. If there is any change in the hours I am available to work, it is my responsibility to complete a new form and advise my supervisor. I also understand it will be considered a voluntary resignation if the change in my hours of availability is not compatible with the business needs of Changing Hands. Please note night and weekend hours are generally required. Stores are generally open 10 am – 9 pm and work hours range from 8am – 10 pm depending on job and the day. Store hours are subject to change as business needs allow.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Begin at:							
End at:							
Total hours							

Do you have any travel plans scheduled or tentatively planned for November or December?

_____ If so please elaborate: _____

THIS COMPANY RESERVES THE RIGHT TO CONDUCT EMPLOYMENT DRUG TESTING.

I authorize investigation of all statements contained in this application. I understand that any misrepresentation or omission of facts is cause for dismissal. Furthermore, I understand and agree that my employment is for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated without any previous notice. I understand that this is not a contract between my employer and me.

Signature _____ Date: _____

Qualified applicants receive consideration for employment without discrimination because of gender, sexual preference, marital status, race, color, creed, national origin, age, or the presence of a disability.

Please hand-write a letter answering the questions below and include it with this application. Mail or deliver your application "Attention: Manager" to Changing Hands Bookstore, 6428 S. McClintock Dr., Tempe, AZ 85283

- Why do you want to work in a bookstore?
- What are your favorite books? Films? Music?
- Tell us how you feel you can best contribute to Changing Hands and the reasons we need to choose you over our other candidates.