



COUNTRY BOOKSHELF

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28 West Main, Bozeman, MT 59715

406-587-0166 staff@countrybookshelf.com

countrybookshelf.com

Full-Time Bookseller Wanted

The Country Bookshelf is hiring! If you are interested in working with us, please read this information, and if you are still interested, please submit an application and resume. We'd love to hear why you would be a perfect fit for us.

We are looking for full-time bookseller (30-40 hours per week) to join our small staff. This position requires daytime, evening (until 9pm most nights, occasionally later), weekend, and holiday availability. We are closed Thanksgiving Day, Christmas Day, and New Year's Day, but the days preceding and following these holidays are busy and require availability.

We are looking for applicants with excellent customer service skills and an infectious love of books. We are looking for someone who wants to grow with us and would love to become a book professional. Retail and customer service experience required. Bookselling or other book world experience would be a plus.

Bookselling is not for everyone – even those who love books! You must find joy in helping people, be unfazed by constant interaction with the public, and have a positive, pleasant, friendly, and helpful demeanor at all times. You must be knowledgeable, well-read, and well-spoken. You must be comfortable with computers, the internet, and general research skills, and able to learn and follow detailed procedures accurately. Our small staff and busy store thrive on enthusiastic teamwork and problem-solving. Bookselling requires a continual intake of new information, a crazy-good memory, the ability to adapt to constant change, an insatiable curiosity towards the world of books, a base knowledge of books and literature, and an optimistic attitude towards the future of the book. We spend long hours on our feet every day, going up and down stairs, lifting and carrying heavy items (up to 50 pounds), and bending often to reach low shelves. All employees help customers find just the right books and gifts, work as cashiers, clean and maintain the store, and work events in store and offsite. It's a dusty, dirty job that requires stamina, patience, and self-motivation.

You will be shelving, dusting, organizing, and tidying books. You will not be reading them. You will be answering phone calls and emails, and helping customers in the store. You must have basic math and money-handling skills and be a quick study on new computer programs. Above all, you must be adaptable and have a great sense of humor. We look for people who are flexible, reliable, responsible, observant, and hard-working self-starters with personality.

But don't despair. There are perks. The employee discount is sizable, plus you'll have access to free advance reading copies. The rest of the staff are hard-working, reliable, fun, and interesting people who are also avid readers and engaged community members. You'll be a part of Bozeman and bookselling history, as the Country Bookshelf has been a local destination for 60 years. Fabulous authors and speakers visit regularly, and you get to work with them. You'll make lots of new friends in person, online, and in the pages.

Pay is consistent with our industry, and benefits for full-time staff include employer-paid health insurance, vacation pay, and sick leave.

If this still sounds like a job you would love, stop in to pick up an application and return it with your resume. We do pay attention to writing and communication skills. We receive many applications and therefore cannot follow up with every applicant. Incomplete applications or missing resumes may remove you from consideration.

Successful candidates should be prepared to start training immediately upon hiring.



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Application for Employment

Date: _____

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

Name (Last, First, Middle): _____

Street Address: _____ City, State ZIP: _____

How long have you lived at this address? _____

Home Phone: _____ Cell Phone: _____

Email: _____

Position Desired: _____ Full Time (30+ hrs/wk) _____ Part Time (# hrs desired) _____

What date would you be able to begin work? _____ Do you know anyone in our employ currently or in the past? _____ If so, who? _____ May we contact them for a reference? _____

Have you ever applied here before? _____ If yes, when? _____

How did you hear about the Country Bookshelf as a possible employer? _____

Are you currently employed? _____ If so, may we contact your present employer? _____

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

Are you either a U.S. Citizen or an alien authorized to work in the U.S.? _____

Education (name of school, location, field of study, graduated?)

High School: _____

College: _____

Graduate School: _____

Other classes, workshops or seminars: _____

What special skills would you bring to Country Bookshelf?

Describe your retail work experience. Include duties, responsibilities, and accomplishments.

Why would you make a good bookseller?

What are some of your favorite books, films, and/or music? What sections of the bookstore are you well-versed in? What have you read recently and why would you recommend it (or not)?

Describe a time when you received excellent customer service in a bookstore.

Why do people shop in bookstores? What distinguishes Country Bookshelf from its competitors?

Employment History

Start with your current or most recent job. If you have previous bookselling, publishing, or retail experience that is not covered here, please attach an additional sheet.

Employer _____ Supervisor _____
Address _____ Phone _____
Dates of employment (mo/yr to mo/yr) _____
Last rate of pay _____ Reason for leaving _____
Job title _____ Duties & responsibilities _____

What did you like about this job? _____
Dislike? _____

Employer _____ Supervisor _____
Address _____ Phone _____
Dates of employment (mo/yr to mo/yr) _____
Last rate of pay _____ Reason for leaving _____
Job title _____ Duties & responsibilities _____

What did you like about this job? _____
Dislike? _____

Employer _____ Supervisor _____
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What did you like about this job? _____
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Employer _____ Supervisor _____
Address _____ Phone _____
Dates of employment (mo/yr to mo/yr) _____
Last rate of pay _____ Reason for leaving _____
Job title _____ Duties & responsibilities _____

What did you like about this job? _____
Dislike? _____

Professional References

Please list at least three people who are not related to you whom you have known at least one year

Name	City/State	Phone	Years Known	Relationship
------	------------	-------	-------------	--------------

1. _____
2. _____
3. _____
4. _____

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

Hours of Availability

The following are the hours I am available. I understand that should I be hired, my employment is partly 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 at least 60 days in advance of the change. If the hours I am available change, and those hours and the needs of the bookstore no longer coincide, I understand that it will be considered a voluntary resignation. I understand that night and weekend hours are required, and that my scheduled shifts may vary from week to week.

Monday _____ Tuesday _____ Wednesday _____ Thursday _____
 Friday _____ Saturday _____ Sunday _____

Do you have any travel plans scheduled or tentatively planned for the summer or November through January? ____
 If so, please elaborate: _____

In connection with your Application for Employment with Country Bookshelf, or if hired, at any time during your employment, Country Bookshelf may conduct an investigation seeking further information about you and your background.

I certify that 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. In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

Printed Name: _____

Signature: _____ Date: _____

In addition to this completed application, please include a resume. Mail or deliver your application packet to:

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