

**PRINCE BOOKS  
APPLICATION FOR EMPLOYMENT**

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NO. \_\_\_\_\_ email address \_\_\_\_\_

OTHER NUMBER TO REACH YOU? \_\_\_\_\_

**EDUCATION**

**HIGH SCHOOL:** NAME & LOCATION \_\_\_\_\_

DATE GRADUATED \_\_\_\_\_

SPECIAL INTERESTS \_\_\_\_\_

**COLLEGE:** NAME & LOCATION \_\_\_\_\_

ATTENDED WHEN? \_\_\_\_\_ DEGREE/MAJOR \_\_\_\_\_

SPECIAL INTERESTS/ACTIVITIES \_\_\_\_\_

**OTHER SCHOOLING:** NAME & LOCATION \_\_\_\_\_

ATTENDED WHEN? \_\_\_\_\_ COURSE DESCRIPTION \_\_\_\_\_

COMMENTS? \_\_\_\_\_

**EMPLOYMENT RECORD:** LIST BELOW YOUR LAST THREE EMPLOYERS STARTING WITH THE MOST RECENT ONE

1. NAME & LOCATION: \_\_\_\_\_

DATES OF EMPLOYMENT \_\_\_\_\_ POSITION \_\_\_\_\_

RESPONSIBILITIES \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

2. NAME & LOCATION: \_\_\_\_\_

DATES OF EMPLOYMENT \_\_\_\_\_ POSITION \_\_\_\_\_

RESPONSIBILITIES \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

3. NAME & LOCATION: \_\_\_\_\_

DATES OF EMPLOYMENT \_\_\_\_\_ POSITION \_\_\_\_\_

RESONSIBILITIES \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

**REFERENCES:** LIST BELOW TWO PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR.

• NAME \_\_\_\_\_

LOCATION, PHONE NUMBER: \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

• NAME \_\_\_\_\_

LOCATION, PHONE NUMBER: \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

When would you be available to begin work? \_\_\_\_\_

*Prince Books is open Mon-Fri. 9-6, Sat. 10-6, Sun. 12-5.*

*Opening shifts are required to be here 15 minutes earlier.*

Are there any hours, shifts, days you cannot or will not work? \_\_\_\_\_

\_\_\_\_\_

Shifts preferred: Part-time \_\_\_\_\_ Full time \_\_\_\_\_

We are in the retail business. The following is what would be required of you if you accept an offer of employment here. As an employee, you must do everything you can to make our customers (both phone and face-to-face) feel like valued customers, including:

- Smiling and making eye contact
- Arriving on time
- Maintaining a friendly, positive and enthusiastic attitude
- Offering exit appreciation to customers
- Using proper phone etiquette
- Expediting customers' transactions and requests quickly and courteously
- Maintaining a professional appearance
- Accepting a work schedule that may require holiday work.

Additionally, working in a bookstore requires that you be able and willing to spell correctly.

Please initial that you have read the above: \_\_\_\_\_