



Tattered Cover Book Store

Dear Applicant:

Thank you for your interest in the Tattered Cover as a possible place of employment. 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 even before you take the time to fill out our rather lengthy application.

We need employees who are able to work evenings and weekends on a regular, not rotating, basis. Our beginning pay is \$7.02 per hour. Training for counter and floor positions is six or seven full days. Since each day builds on the previous, it is necessary to attend all training sessions. Scheduling and training for positions behind the scenes may vary.

The work is customer oriented, very detailed, and sometimes physically demanding. Most of us spend long hours on our feet. Dust and printer's ink are part of our daily environment, and applicants must have an adaptable nature because job descriptions here are often loosely defined. We must be flexible enough to fulfill a variety of functions, depending upon what needs are most pressing at any given time.

There are some benefits to offset the hard work and low pay. Employees may purchase books at a discount. Vacations and sick leaves are paid, based on length of employment. The store also provides health, dental, vision, life, and disability insurance at a minimal cost to full time employees. ECO passes for the RTD system are also available.

Other benefits are less tangible, but obvious to book lovers, and are probably what brought you to this point in the first place. Bringing books and people together in an atmosphere that encourages freedom of expression can be personally rewarding. Yet, working in a bookstore is not for everyone who loves books and people.

If, after carefully considering the above, you feel that you can fulfill the requirements at the pay scale offered and find satisfaction in working at the Tattered Cover, we encourage you to fill out the attached application and return it to one of our stores between 1:00 and 5:00 p.m. daily. Should a position be immediately available that combines your interests and qualifications with our needs, we will contact you. If no positions are initially available, and you wish to reactivate your application at a future date, please contact Personnel. Your application will remain on file with us for two full years.

Thank you for your consideration of us and your kind attention.

Joyce Meskis
and the Tattered Cover Staff

Mailing Address 1628 16th Street, Denver, Colorado 80202 303-322-1965 FAX 303-629-1704
Colfax Avenue 2526 East Colfax Avenue 303-322-7727 **Historic LoDo** 1628 16th Street 303-436-1070
Highlands Ranch 9315 Dorchester Street 303-470-7050 **Internet Store** www.tatteredcover.com
Hiring Line 303-322-1965 ext. 1799 **Personnel Office** 303-322-1965 ext. 2720 or personnel@tatteredcover.com



Tattered Cover Book Store

(Please **Do Not** Type)

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-Mail _____

Social Security Number _____

Are you applying for full-time (32 - 40 hours) or part-time (not less than 24 hours)? Less than 24 hours may be available in the Coffee Shop only. _____

Are you applying for on-going, holiday, or temporary work? _____

Are you willing and able to work evenings? _____ weekends? _____

Do you have any scheduling restrictions? Yes ___ No ___ If yes, what are the scheduling restrictions: _____

When would you be available to begin work? _____

Do you prefer to work in: Colfax Avenue ___ LoDo ___ Highlands Ranch ___ No preference ___

Please circle your areas of interest: counter sales, accounting, shipping and receiving, computers, physical operations, coffee shop, or other: _____

Have you ever filed an application with us before? Yes ___ No ___ If yes, give date _____

Have you ever been employed with us before? Yes ___ No ___ If yes, give date _____

How did you hear about the Tattered Cover as a possible employer? _____

Are you either a U. S. citizen or an alien authorized to work in the U. S.? Yes ___ No ___

Have you ever been convicted of a felony? Yes ___ No ___

(Conviction will not automatically disqualify you from employment.)

If yes, please explain.

Education

	High School	College	Graduate School	Other Classes, Workshops or Seminars
Name				
Location				
Field of Study				
Graduation (Yes/No)				

Please summarize special job-related skills and qualifications acquired from studies, employment or other experience.

What specific experience or training do you have working with computers?

Please list your five strongest areas of expertise.

Please name a few sections in the bookstore in which you are interested.

Why do you want to work in a bookstore?

How would you describe someone who is a good bookseller?

FOR COFFEE APPLICANTS ONLY

Please complete this section *in addition to* the rest of the application.

Have you ever used an espresso maker at home or in another work setting?

List any work experience you've had handling or preparing food or beverages.

Describe the kind of atmosphere you think lends itself to both coffee and books.

The Tattered Cover is a retail business dedicated to the principle of freedom of expression. Our purpose is to bring people and books together in an ethical, profitable and socially conscious way. We all recognize that the store must have financial health as its primary consideration. At the same time, we choose to do business in a manner of trust, believing this to be in the best interest of the business, the community, and the society in which we live. It is for this common purpose that we come together forming a diverse working community of individuals, each one recognized as being unique and bringing to each task the full commitment of our abilities. It is our belief that with this freedom to use our creative talents comes the responsibility to integrate our individuality with the goals of the group and the store.

Please respond to this statement with your reactions, thoughts, and feelings. Tell us how this approach to work complements or challenges your personal philosophy and approach to work.

I certify I have completed this application and that my answers to all questions on the application and attachments are true, correct, and complete, and without any significant omission to the best of my knowledge and belief. I understand that any omission or misrepresentation may result in refusal of or separation from employment with the Tattered Cover. I understand that any references provided or former employers may be contacted and a background check may be conducted. I also am aware that no promise of employment is implied in the acceptance of the application.

Signature _____

We are an Equal Opportunity Employer. Diversity is welcome.

Thank You

Employment History

Please start with your present or last job. Please complete even if you are including a résumé.

Employer	Dates Employed from to
Address	Nature of Work
Phone	
Job Title Supervisor	Aspects Liked
Reason for Leaving	Aspects Disliked
Employer	Dates Employed from to
Address	Nature of Work
Phone	
Job Title Supervisor	Aspects Liked
Reason for Leaving	Aspects Disliked
Employer	Dates Employed from to
Address	Nature of Work
Phone	
Job Title Supervisor	Aspects Liked
Reason for Leaving	Aspects Disliked
Employer	Dates Employed from to
Address	Nature of Work
Phone	
Job Title Supervisor	Aspects Liked
Reason for Leaving	Aspects Disliked

If you have been employed in the book, retail, or restaurant business and have not listed it, please indicate where, when and what you liked and disliked about it.

To help us comply with Federal and State equal opportunity laws, record keeping, and other legal requirements, we ask that you answer the questions below. Completion of this form is optional. This pre-employment information form will be kept in a confidential file separate from the attached application for employment.

Date _____

Race Ethnic Group:

White/ Caucasian Black/ African American Hispanic
 Native American Asian/ Pacific Islander

Sex:

Female Male Birth Date ____/ ____/ ____

Are you a Vietnam Era Veteran? **Are you a Disabled Veteran?**

Yes No Yes No

Do you have a mental or physical disability?

Yes No

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