

Riverwalk Books

"Lake Chelan Valley's Community Bookstore"

Thank you for your interest in Riverwalk Books 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 application.

We are seeking employees who are books lovers and customer-oriented. This is a detailed and sometimes physically demanding job. You will spend long hours on your 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.

We hire part-time and full-time employees. We need employees who are able to work evenings and weekends on a regular, not rotating basis. Our beginning pay is Washington State minimum, possibly more if you have previous bookselling or equivalent retail experience. You can expect 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 element to the success of this store.

There are some benefits to offset the hard work. Employees may purchase books and gifts at a discount. Employees receive advance copies of books. Vacation and sick leave are paid based on length of employment. 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 Riverwalk Books, we encourage you to fill out the attached application and return it to our store. 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, we will keep your application for six months.

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

Libby Manthey
and the Riverwalk Books Staff

Store Address	116 East Woodin Avenue	Chelan WA 98816
Mailing Address	PO Box 686	Chelan WA 98816
Phone	509.682.8901	FAX 509.682.9103
email	riverwalk@nwi.net	www.riverwalkbooks.com

Riverwalk Books

(Please **Do Not** Type)

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone _____ e-mail _____

Are you applying for full-time (32-40 hours) or part-time (not less than 12 hours)? _____

Are you applying for year round, summers, 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: _____

Please circle your areas of interest: counter sales, shipping, receiving, computers, physical operations, espresso bar, or other: _____

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

How did you hear about Riverwalk Books 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.

What do you know about this company and/or the position you are applying for?

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 Espresso Bar 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 beverage.

Do you have a current Washington State Food Handlers Card? Yes ____ No____ If
yes,list the certificate number and date expiration date _____

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

Riverwalk Books 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 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 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 this 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 Riverwalk Books. 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. Complete even if you are including a resume.

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 like and disliked about it.

