



# Employment Application

1256 Massachusetts Ave.  
Cambridge, MA 02138  
617-661-1515

Date \_\_\_\_\_  
Name \_\_\_\_\_ Pronouns \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Thank you for your interest in Harvard Book Store. Because any employment choice is important, we'll give you some basic information about working here to help you make an informed decision.

- We rarely hire part-time or temporary staff. Not “never,” but rarely.
- Full-time work is 40 hours a week.
- Each individual’s schedule varies from week to week and regularly includes evening and weekend shifts.
- We are closed only on Thanksgiving Day and Christmas Day.
- Starting pay is currently \$15.25 an hour.

We’re an equal opportunity employer and welcome all applicants regardless of ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

The work is detailed and physically demanding. On the sales floor, responsibilities include customer service, shelving and section maintenance, and cashiering. A willingness to be friendly, respectful, and actively helpful is called for at all hours. Staff can spend up to 8 hours on our feet at a stretch, and the daily routine includes climbing stairs and ladders while carrying up to 25 pounds. There is a paid 60-day probationary period. Post-probationary staff are invited to join the staff’s union, affiliated with the United Auto Workers.

Benefits include discounts, book borrowing, paid sick days and holidays, vacation and personal days based on the length of employment, health and disability insurance, and a profit sharing plan.

Other benefits, less tangible if obvious to book lovers, are likely what brought you to the store in the first place. It can be highly rewarding to match a book to a reader in an atmosphere that encourages inclusion, broad thinking, and freedom of expression.

If you feel you can fill the requirements at the payscale offered and find some personal satisfaction working at Harvard Book Store, we encourage you to fill out our application and return it to the Information Desk. Thanks again for your interest in the Store, and for your care and attention in filling out our application.

**Please fill out the entire application even if you are attaching a resume.**

# Employment History

Please start with your current or most recent job. Include any military service or volunteer activities. You may exclude organizations which indicate ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

**1** Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
Job title & work performed: \_\_\_\_\_  
Aspects you liked: \_\_\_\_\_  
Aspects you didn't like: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Supervisor Name & Number: \_\_\_\_\_  
May we contact this person? \_\_\_\_\_

**2** Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
Job title & work performed: \_\_\_\_\_  
Aspects you liked: \_\_\_\_\_  
Aspects you didn't like: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Supervisor Name & Number: \_\_\_\_\_  
May we contact this person? \_\_\_\_\_

**3** Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
Job title & work performed: \_\_\_\_\_  
Aspects you liked: \_\_\_\_\_  
Aspects you didn't like: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Supervisor Name & Number: \_\_\_\_\_  
May we contact this person? \_\_\_\_\_

Have you ever had any keyholder and/or supervisory responsibilities, whether formal or informal? If so, please briefly describe them: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you wish to be considered for  Full-time  Part-time  Temporary/Summer  
(please check ONE; part-time and seasonal positions are relatively rare at Harvard Book Store)

If part-time, how many hours per week? \_\_\_\_\_  
Are you willing to work evenings? \_\_\_\_\_ Weekends? \_\_\_\_\_

Please note any times you are UNAVAILABLE to work:

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
_____	_____	_____	_____	_____	_____	_____

How did you learn about us? \_\_\_\_\_

Have you ever filled out an application with us before? \_\_\_\_\_

How long have you lived in the area? \_\_\_\_\_

Are you authorized to work in the U. S.? \_\_\_\_\_

If you are hired, what is the earliest date on which you could start? \_\_\_\_\_

If you are hired, do you have previously-made plans within the next 2 months that would keep you from work? \_\_\_\_\_

If so, when are they? \_\_\_\_\_

## Education

We have successfully hired and kept staff from conventional and unconventional education backgrounds. If your experience includes instruction outside traditional schooling, please briefly describe it and how it has helped to shape your reading life:

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If your background includes traditional schooling, please include the details here.

	High School	College	Graduate School
Name of School			
Location			
Field of Study			
Degree Earned			

Do you have any further work or volunteer experience involving teaching, counseling, research, retail, or any other extensive public contact? If so, please describe it:

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Please describe any other skills or experiences you feel would be useful in Harvard Book Store:

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Please list the categories of books in which you have the strongest interest and reading experience:

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Please list any languages you speak other than english, and the degree of your proficiency:

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Why do you want to work at Harvard Book Store?:

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Please sign your application. By signing you are certifying that all your answers are true and complete:

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