



## Job Application

Books on the Bosque is an independent bookstore located in Riverside Plaza on the Westside of Albuquerque, New Mexico. Our goal is to serve as a community hub, an inclusive, welcoming place where customers can browse new & used books, shop gift items from local artisans, and stay awhile. If you are passionate about books and supporting local business, have excellent customer service skills, and would like to help us create a safe environment for the readers of Albuquerque, we invite you to apply!

Please complete this form in its entirety to be considered for a position.

Name: First & Last

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If different from above, provide how you would like to be addressed (in conversation, on a name tag, etc.).

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Phone number

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What kind of employment are you interested in? Select all that apply.

- Part Time
- Full Time
- Seasonal

What is your preferred availability? Please, cross out (X) when you are not available.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Evening							

When are you available to start? Month/ Date/ Year

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Education: Name of School, Location, Dates Attended

High School

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College

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Graduate

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Certifications & Vocational Training

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Work History:

Please list your last three jobs, starting with the most recent. Provide the business/organization name, your position, the date range of employment, a summary of your duties, and your reason for leaving.

Business Name & Dates of Employment

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Job Position & Description of Responsibilities

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What was your reason for leaving?

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Job Position & Description of Responsibilities

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What was your reason for leaving?

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List other previous experience in customer service

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Describe your computer experience. List operating systems and programs that you can use with proficiency.

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If you would like to provide a resume or tell us more about your work history, please send it to [teresa@booksonthebosque.com](mailto:teresa@booksonthebosque.com) with your name in the subject field. Please check the box below to indicate you will be emailing additional documentation.

I will be sending more information using the email I provided above.

**Tell Us More About Yourself:**

What kind of books do you read?

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Tell us about your favorite book. Sell it to us.

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What literary characters do you identify with or relate to most? Tell us why.

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Tell us about your interests and hobbies.

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Are you involved in any local groups or organizations?

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Do you have any special skills or certifications (not listed in your work history) that could be applied to store activities separate from customer service? For example, do you possess any artistic skill?

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What are some of your favorite local businesses? Tell us what you enjoy about them.

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By signing, dating, and turning in this application, you are indicating that all responses provided are true to the best of your knowledge and belief.

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Signature

Date