



## Maxima Gift & Book Center

212 Massachusetts Ave  
Arlington, MA 02474  
781-646-6835

www.maximacenter.com  
careers@maximacenter.com

### Bookseller Employment Application

#### Applicant Information

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*First Last MM/DD/YYYY*

Pronouns: \_\_\_\_\_  
*e.g. they/them/theirs, she/her/hers*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date available to begin work: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

#### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Additional Education: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree/Other: \_\_\_\_\_



Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Availability**

How long would you want to work for us? 3-6 months 6-12 months 1-2 years

Please mark the days and times you are available to work:

	10AM – 3PM	3PM – 8PM
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
	10AM – 2PM	2PM – 6PM
SUNDAY		

Do you expect your availability to change? If so, when? \_\_\_\_\_

Are you planning any vacations or time away from Boston within the next six months? If yes, when? \_\_\_\_\_

**More About You**

What are the last three books you read?

What genre(s) do you enjoy reading?

Would you be interested in event planning and establishing relationships with local elementary school libraries?

What is your definition of customer service?

Please describe yourself. What special skills, knowledge, etc. can you offer to Maxima?

Emergency contact (name, address, phone, relation):

Anything to add? Please include any more information we should know, including other work experience related to the job you are applying for.

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_