



Maxima Book Center

1717 Massachusetts Ave

Lexington, MA 02420

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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: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

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: _____