

Quail Ridge Books

4209-100 Lassiter Mill Rd.

Raleigh, NC 27609

(919) 828-1588

Dear Applicant,

Thank you for your interest in Quail Ridge Books as a possible place of employment. Because any employment decision is an important one (for both parties), we would like to give you some information about working here so that you may have a realistic idea of the job.

We hire mostly permanent employees, both full-time and part-time, who are able to work evenings, weekends, and holidays. Our starting pay is \$9 per hour, which may be negotiable based on your previous book or retail experience. The store is open from 9am to 9pm Monday through Saturday, except for Thanksgiving, Christmas, and New Year's Day. We are open from 10am to 6pm on Sunday, except for Easter. Sample shifts are 8:30am to 5:30pm and 12:30pm to 9:30pm. Most employees work one weekend shift per week, although your schedule may vary each week.

The work is very detail-oriented and can be hard physically. You will be on your feet most of the time and will need to haul books around the store and sometimes to outside locations. You may have to lift heavy boxes. Job description is varied and flexibility is required on everyone's part. Regular duties include helping customers locate books in the store, taking special orders, operating a cash register, giftwrapping books, shelving books, entering information into a computer, vacuuming, cleaning bathrooms, rearranging shelves, making posters, designing displays, introducing authors at events, calling special orders, and writing reviews for our newsletter. As you can see, we require a lot from our employees, including flexibility in regard to your duties.

Working here also has its benefits! Employees receive a 40% discount on most merchandise (25% on CDs) and may borrow hardcovers from stock as long as they are returned in perfect condition. We pay a portion (currently 60%) of full-time employees' group health insurance costs. Our customers are friendly, interesting, intelligent and appreciative. Working in an environment where books and people come together is rewarding and stimulating.

If, after carefully considering all of the above, you feel you are suited to and would enjoy working at Quail Ridge Books, please submit your application.

Thank you for your interest in our store.

Lisa Poole

Owner

Sarah Goddin, Ginger Kautz, and Erin Yourstone

Managers

EMPLOYMENT HISTORY:

Employer _____

Address _____

Phone () - _____ Dates (Mo/Yr) / - /

Position _____

Duties _____

Immediate Supervisor _____

May we contact this employer? ____ Yes ____ No

Employer _____

Address _____

Phone () - _____ Dates (Mo/Yr) / - /

Position _____

Duties _____

Immediate Supervisor _____

May we contact this employer? ____ Yes ____ No

Employer _____

Address _____

Phone () - _____ Dates (Mo/Yr) / - /

Position _____

Duties _____

Immediate Supervisor _____

May we contact this employer? ____ Yes ____ No

Describe any other past employment or experience that you feel would be useful at Quail Ridge Books.

What do you like to do in your spare time, aside from reading?

Why do you want to work in a bookstore?

Please describe what you think it means to give great customer service.

List the last 4 books you have read:

Write a sample staff pick (3 or 4 sentences describing why you like a specific book).

Why should we hire you?

How did you hear about this job or about Quail Ridge Books? Circle any that apply:

Ad in News & Observer Craigslist LinkedIn Store newsletter Indyweek
Social Media QRB employee Other (please specify)

Please read before signing:

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing which, if disclosed, would alter the integrity of this application.

I authorize my previous employers or persons listed as references to give any information regarding employment. I agree that Quail Ridge Books and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment terminated because of false statements, omissions or answers made by myself on this application. In the event of any employment with this company, I will comply with all rules and regulations as set by the company in any communications distributed to the employees.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I am required to provide appropriate documentation to the company which verifies my right to work in the United States on the first day of employment.

I understand that employment at Quail Ridge Books is “at will” which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

Signature _____ Date _____ / _____ / _____

We keep all applications on file for one year, so while we may not have a position for you now, we review applications when positions become available.

Quail Ridge Books is an equal opportunity employer.

We do not discriminate on the basis of an applicant's race, color, religion, sex (including pregnancy), national origin, age (40 and older), disability, or genetic information.