



You might imagine bookselling involves reading all day, drinking cup after cup of coffee, and getting into heated debates over bookmarks versus dog-eared pages. Of course, there's some of that, but you may be disappointed to learn there's absolutely no reading on the job. Bookselling is, first and foremost, customer service. Applicants can expect to spend considerable time communicating with customers in person, on the phone, and through email—customer service experience is required; bookselling or other book world experience is even better. Maintaining a safe, healthy, and welcoming environment for staff and customers alike is our priority.

Be prepared for a somewhat chaotic environment, a fairly dusty atmosphere, and walking more steps in a day than you're used to. Daily duties include, but are not limited to, the following:

- Interacting with the public nearly constantly and representing a historic business in Downtown Bozeman
- Maintaining a positive, helpful, and welcoming demeanor at all times
- Adapting to constant change and unexpected circumstances
- Dusting, organizing, tidying, and shelving books
- Operating our book industry-specific POS and handling financial transactions with great accuracy
- Answering phones and email - strong communication skills are a must
- Researching books and authors using the internet and our book databases
- Lifting, carrying, and moving heavy items (up to 50 pounds); frequently making trips up and down stairs; reaching and bending to high and low shelves
- Following detailed procedures accurately and consistently
- Participating on a team; problem-solving individually and with others
- Learning more complex tasks as skills develop

Overall, the ideal candidate will be flexible, reliable, observant, patient, and hardworking. Bookselling requires a continuous intake of new information, a sharp memory, a go-with-the-flow sense of humor, an insatiable curiosity towards the world of books, and an optimistic attitude regarding the future of bookstores and independent businesses. Perks include an employee discount on all merchandise for the duration of your employment and access to free advance reading copies of books and audiobooks. Full-time booksellers become eligible for insurance benefits and paid time off after 3 months of employment. We do our best to provide a living wage in an increasingly expensive city, but hope you understand that margins are slim in the book industry and you shouldn't expect to make your millions as a bookseller. Pay is consistent with the industry and experience.

The chosen candidate will join a team of unique, motivated, and engaged individuals who share a love of books. Incredible authors, speakers, and local celebrities visit regularly, and you will get to work with them. You will make many new friends—in person, online, and between the pages. You will become a part of Bozeman and bookselling history, as Country Bookshelf has been a local destination for over 65 years.

In addition to this application, please provide a résumé and cover letter explaining what attracts you to working at Country Bookshelf and what you could bring to our team. Incomplete applications or a missing résumé or cover letter will remove you from consideration. Please send completed applications to manager@countrybookshelf.com or drop off at Country Bookshelf, 28 West Main, Bozeman MT 59715. We receive many applications and therefore may not follow up with every applicant.

Country Bookshelf
28 West Main, Bozeman, MT 59715
406-587-0166
countrybookshelf.com

Application for Employment

Please answer in your own handwriting if possible. Complete every question.

Name (Last, First, MI): _____

Pronouns & Chosen Name (if different from above): _____

Street Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Do you know anyone who works at Country Bookshelf or who has in the past? _____

If so, who? _____ May we contact them for a reference? _____

How did you hear Country Bookshelf was hiring? _____

Have you ever applied here before? _____ If so, when? _____

Are you currently employed? _____ If so, may we contact your employer? _____

Are you either a U.S. citizen or otherwise authorized to work in the U.S.? _____

Please describe below the hours you are currently available to work. Should you be hired, understand that it is your responsibility to notify the supervisor of any change in availability at least 60 days in advance of the change. Know that your consideration for employment is dependent on when you are available; we may have specific days/hours in mind that need to be filled.

You can expect to work mornings, evenings, and weekends. Scheduled shifts may vary from week to week, but the days you work will remain consistent. Time off requests are granted on a first-come, first-serve basis; time off is limited during the summer months, and will not be granted between Thanksgiving and New Years.

Shifts are typically no shorter than 4 hours, and no longer than 8. Depending on your needs and the needs of the store, we may be able to work out more variable scheduling in the future.

What date would you be able to begin work? _____

Are you hoping to work full-time (32-40 hrs/week) or part-time (15-24 hrs/week)? Somewhere in the middle?

What days/hours are you available? You can expect to work at least one weekend day per week.

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____ Sunday _____

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Please answer in your own handwriting if possible. Complete every question.

Please describe other scheduling conflicts we should be aware of. Include specific times of prior commitments, whether these commitments are long-term or only temporary, etc. _____

Do you have any upcoming travel scheduled or tentatively planned? Do you have any major schedule changes due to school, seasonal work, etc. that we should be aware of? If so, please elaborate. _____

Authorization: I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all my statements contained within this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer, Country Bookshelf.

Printed Name: _____

Signature: _____ Date: _____

In addition to this application, please provide a résumé and cover letter explaining why you want this job and what you could bring to the Country Bookshelf team. Incomplete applications or a missing résumé or cover letter will remove you from consideration. We receive many applications and therefore may not follow up with every applicant. Please send completed applications to manager@countrybookshelf.com or drop off at Country Bookshelf, 28 West Main, Bozeman, MT 59715.