

## Application for Employment

PLEASE PRINT. *Hint: If I can't read this, I can't call you in for an interview. . .*

Date \_\_\_\_\_ Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Telephone(s): Cell-(\_\_\_\_) \_\_\_\_ - \_\_\_\_ Home-(\_\_\_\_) \_\_\_\_ - \_\_\_\_ Email- \_\_\_\_\_

Are you at least 16 years of age? ☐ \*Sorry, under state labor laws, you must be 16 to work

Current Mailing Address \_\_\_\_\_, City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Are you in high school? ☐ If so, what grade? ☐ Oh, yeah, I know it's a drag but if you're a minor, I must have a signature from your *parental unit* that he/she/they approve of your desire to work at a pretty cool place, and. . . that you are making passing grades in school, and. . . that you will not drop a single letter grade as a result of working at this cool place, and. . . that it is ok for you to work, sometimes, until 8 or 8:15 PM, and, finally. . . that you will provide proof of your grades at the end of each reporting period. We want you to grow in your faith life but also in your academic life. Now, here's the space for that parent person to sign, agreeing to all of the aforementioned stuff: \_\_\_\_\_

Position Desired \_\_\_\_\_ What are your dates of availability? \_\_\_\_\_

Do you have a driver's license? Yes[ ☐ ] No[ ☐ ] Do you have a reliable source of transportation to get to work—ON time? Yes[ ☐ ] No[ ☐ ]

Now, here's your first task. I need you to read the entire two-page attachment (don't skim—READ), and when you're finished, and you fully understand the mission and purpose of St. Paul's Study, please initial and then sign your name, indicating that you:

☐ **Understand** this is a Christian Book Store, Religious Goods Store, Coffee Shop and Internet Café, and Library and that you are not offended by such subject matter or environment;

☐ **Will not**, at any time while on the premises, introduce, print, write, tweet, or in any way promote any behavior that is contrary to the mission of St. Paul's Study, if hired;

☐ **Will not**, at any time, conduct personal conversations via telephone, iPhone, iPad, hePad, shePad, in person, or in any other way, that would cause you to neglect, ignore, or otherwise inconvenience our guests—the very reason why we are open in the first place;

☐ **Will** promote all products and services offered at St. Paul's Study, and that you will make a sincere effort to provide service so good that you're willing to sign your name to it: *Signature Service!*

Now, sign your name to it: \_\_\_\_\_

### Employment History List all work experience beginning with your **current or most recent position.**

Company Name \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Address(Street, Address City, State, Zip) \_\_\_\_\_

Name & Title of Immediate Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Your Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Description of Responsibilities \_\_\_\_\_

Company Name \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Address(Street, Address City, State, Zip) \_\_\_\_\_

Name & Title of Immediate Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Your Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Description of Responsibilities \_\_\_\_\_

*Yeah, about that. No, really, we **are** going to contact previous employers so it's pretty helpful if you left them on good terms. K? Ok. Finally, I need you to write a compelling argument as to why **YOU** are the perfect candidate for this job. This isn't being graded for grammar or punctuation, or perfect sentence structure but your **sincerity** and **genuine desire** to be the best in this environment must be A+. One non-descript, non-energetic, non-creative paragraph probably won't do it for ya. Are you the one? Put it into words!*

This image shows a full page of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings on the page.

## Personal References

List three individuals able to give character references. You should include former employers, teachers or school administrators, community leaders, etc., but not your relatives.

Name\_\_\_\_\_ Work Phone\_\_\_\_\_ Home Phone\_\_\_\_\_

Address (Street, City, State, Zip)\_\_\_\_\_

Occupation \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Name\_\_\_\_\_ Work Phone\_\_\_\_\_ Home Phone\_\_\_\_\_

Address (Street, City, State, Zip)\_\_\_\_\_

Occupation\_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

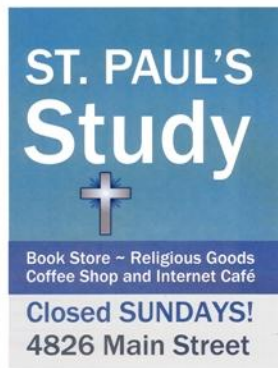
Name\_\_\_\_\_ Work Phone\_\_\_\_\_ Home Phone\_\_\_\_\_

Address (Street, City, State, Zip)\_\_\_\_\_

Occupation\_\_\_\_\_ Relationship to Applicant\_\_\_\_\_

When you're ready, sign and date this application and turn it in. We will talk soon, even if we don't have anything available right away.

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



## *Scheduled to open in September, 2013 ~ Watch for us!*

What is St. Paul's Study and why do we exist? The details are listed below, read as much or as little as you wish. Please come by and have a cup of coffee with us, borrow a book from our lending library, buy a few gifts for family and friends, or all of the above! Watch for the "We're open" sign in front of the *Little Old Blue House* on Main Street (across from Bank of Zachary).

## **St. Paul's Study - Book Store - Religious Goods - Coffee Shop - Internet Café**

### PURPOSE

Small business enterprise to provide supplemental revenues exclusively dedicated to the capital campaign for the construction of our new church: *Continuing the Legacy of Faith*.

### LOCATION

4826 Main Street, Zachary, Louisiana  
(Old Delta Finance building owned by St. John the Baptist)

### DURATION

Although, ideally, this could be a long-term business venture for the church, the short-term goal is to develop and utilize an existing, church-owned building--*with a Main Street presence*—to provide: a) a much-needed resource for the **Christian community at-large**, and b) generate revenues for the construction costs of our new place of worship. The business venture as planned would exist only until such time as the house in which it is occupied would be razed or moved to another location. It is important to note that, at present, there is no such business located within at least twenty miles, thereby making competition a non-issue.

### PRODUCTS AND SERVICES

It may be necessary to incrementally add services so as to keep operating costs at a minimum. Initially, however, *St. Peter's Library* will operate as a coffee shop—"with more," but always portrayed as a safe, faith-based business with appropriate themes and environment.

Because the general public depends on technology as if it were an umbilical cord, having Internet Wi-Fi and limited computer services is essential. The addition of retail sales of religious articles, bibles, religious books and related merchandise will slowly be phased in. This inventory will include **Catholic and non-Catholic items** to serve the entire community and maximize revenues.

At little or no cost to the operation would also be the development of a library, which will include videos, books, CDs, DVDs, etc. all housed in a reading room which is be separate from the retail areas (This is an old house with several rooms; sub-dividing for multiple uses is very easy).

### EQUIPMENT, INVENTORY AND TECHNOLOGICAL NEEDS

Phase I includes the acquisition of specialty coffee service equipment (provided at no charge by Community Coffee of Louisiana, as long as we purchase the product from them) to provide competitively priced refreshments to patrons.

Minimal refrigeration equipment, display cases and commercial furnishings will be sought—hopefully as in-kind donations from parishioners of St. John the Baptist.

The installation of a network server, Wi-Fi distribution equipment, a printer, and up to three desktop computers, as well as a moderate inventory of religious articles, books and other Catholic/Christian merchandise have been initiated.

Comfortable furnishings, hopefully also donated, will be used in the library, coffee shop and "back porch" area, providing nook-like areas for individuals or groups. A computer work station has been installed to allow patrons limited time on a desktop PC, with the ability to print--in color.

Inmates at Louisiana State Penitentiary have constructed solid wooden bookshelves to display books and merchandise throughout the facility. To help cut pre-opening costs, there are a number of bookshelves on casters already on campus at St. John the Baptist; these can be used in the retail space. It may be necessary to purchase a few items for the business but only after all other resources have been exhausted.

### STAFFING AND MANAGEMENT

The first pool of staff (all part-time) will be students who are active in Religious Education and Youth Ministry at St. John the Baptist, who maintain an above-average GPA in school, and who demonstrate through an extensive interview process a true desire to strengthen their spiritual life through service and outreach to the community of Zachary, promoting their faith and who also exercise superior customer service skills. All candidates for this specialized venture would have to effectively "audition" for the position in which they are applying. True employees will be paid minimum wage and those who work in coffee service center would also be entitled to cash tips offered by patrons.

The second pool of staff (volunteers) will be those who are required to accrue community and church service hours and who, again, meet the minimum expectations of *St. Paul's Study*. These volunteers would be subject to the same interview process.

The third pool of staff or more precisely, *supporters*, will be parishioners: members of various church organizations, retired, widowed, or who otherwise have free time to offer as their stewardship to St. John the Baptist. One such potential volunteer is a recently retired school librarian who, because of her expertise in the field, can provide an invaluable service to both the library *and* the bookstore. Another retired teacher, who urged us to develop a church lending library a number of years ago, is also on board to help us with the project.

Management will be coordinated through Ric Smith at the parish office. It may eventually be necessary to place a full-time manager who can be dedicated only to this venture but, in the first phase.

### HOURS OF OPERATION

For now, it is anticipated that there is no real need to open earlier than 10 AM, Monday through Saturday (Never open on Sundays!) and likely not after 8 PM. This schedule would provide for a 10-hour day, with two 5-hour, part-time shifts. Based on community response, hours can be expanded as deemed necessary.

### CONTINUING THE LEGACY OF FAITH

At all times, the purpose of this enterprise will be to establish and maintain a community presence as a strong Catholic community, with a continued drive to build our new place of worship. Therefore, it will provide invaluable opportunities to showcase our new building through architectural renderings, 3-D models and perhaps come of the contents to be placed in the new church. These items will provide the artwork for the walls and some of the décor. Additionally, we hope to soon re-create the Lucite church that was once used at St. John to collect additional funds earlier in our capital campaign. Other collateral materials can remain showcased until such time as the building needs to be removed.

As noted in the opening statements, we will provide a much-needed service to the entire Christian community by providing literature and merchandise that is attractive and beneficial for *all* Christians who wish to strengthen their faith lives.

Finally, who doesn't need a great cup of ***Community Coffee!*** Drop by and visit with us soon!