

Doing Dishes Pottery Studios Employment Application Form

Please print all information requested except for signature

Application for Employment Applicants may be tested for illegal drugs

Please complete Pages 1-5. Date _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long _____ Email address: _____

Telephone (_____) _____

If under 18, can you provide required proof of your eligibility to work _____

Position applied for (1) _____ and salary desired (2) _____

AVAILABILITY

Please list times you are available to work

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired: FULL-TIME ONLY PART-TIME ONLY FULL OR PART-TIME

When available for work? _____ Please list any days in the next 3 months when you are unavailable to work: _____

Have you ever filled out an application with Doing Dishes before? No Yes. If yes, please list date: _____

Person to be notified in case of emergency: _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR DEGREE
High School				
College				
Business or Trade School				
Professional School				

What skills/experience do you bring to us?

What is your definition of excellent customer service?

Why choose our studio? _____

Are there any accomplishments of which you are especially proud? _____

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WORK EXPERIENCE Please list your work experience for the past five years beginning with your most recent job held. If you were self employed, give firm name. Attach additional sheets if necessary.

Name of employer	Name of last supervisor	Employment dates	Pay or salary
Address		From:	Start:
City, State, Zip		To:	Final:
Phone number	Your last job title:		
Reason for leaving (be specific:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:			

Name of employer	Name of last supervisor	Employment dates	Pay or salary
Address		From:	Start:
City, State, Zip		To:	Final:
Phone number	Your last job title:		
Reason for leaving (be specific:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:			

May we contact your present employer? Yes No

Why would you consider leaving your current employer? _____

Did you complete this application yourself? Yes No

If not, who did?

Do you have reliable transportation to and from work? Yes No

Please list two references other than relatives or previous employers:

1. Name:	2. Name:
Position:	Position:
Company:	Company:
Address:	Address:
Phone:	Phone:

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Have you ever been known by another name? If yes, please list name(s) _____	YES	NO
Have you ever been convicted of a felony crime? If yes, please explain: _____	YES	NO
Have you ever been employed by this studio/company? If yes, list location and dates: _____	YES	NO
Are you related to anyone in our employ? If yes, list name and location: _____	YES	NO
Can you perform the essential functions of the position for which you're applying with or without reasonable accommodations?	YES	NO

PLEASE READ CAREFULLY BEFORE SIGNING BELOW

(Signature is required to be considered for employment.)

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Doing Dishes Pottery Studio, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Doing Dishes Pottery Studios, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President/General Manager of the Company. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes include reduction in benefits.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party.

1. I understand that Doing Dishes Pottery Studios will consider any requests for accommodations of physical or mental disabilities by an otherwise qualified person at any time before or after employment begins. I understand that Doing Dishes Pottery Studios would appreciate as much notice as possible regarding request for accommodation, and that documentation of the need for accommodation might be required.

2. I understand that I may be required to submit to a skills assessment(s) as a condition of my employment. Satisfactory completion of these assessments is required.

3. I understand that a negative result to a pre-employment drug test may be required to be employed. In addition, I understand that I must comply with the company's Substance Abuse policy.

4. I understand that a background check may be performed as a condition of employment. I authorize Doing Dishes Pottery Studios and or its agents to thoroughly request, receive, and verify all statements and information contained in my application or resume. I release Doing Dishes Pottery Studios from all liability for any damages that may result from doing so. I authorize any persons or organizations referenced in this application to give you all information concerning my previous employment, education, or any other information they might have, personal or otherwise, regarding any of the subjects covered by this application. I release all such parties from all liability for any damages that may result from furnishing such information to Doing Dishes Pottery Studios.

5. I certify that the information provided by me in this application (and accompanying resume, if any) is true and complete. I understand that any misstatement, falsification, omission, or misrepresentation on this application or in any interview is grounds for refusal to hire, or if I am hired and the same is discovered thereafter, I will be separated. I understand that all information provided by me on this application or in any interview is subject to verification.

6. I acknowledge that if I am employed by Doing Dishes Pottery Studios my employment will be at-will, that I will be required to follow all rules and regulations of Doing Dishes Pottery Studios and that my employment may be terminated with or without cause, with or without notice, at the option of myself or Doing Dishes Pottery Studios. No one other than the owner has the authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the foregoing, either before commencement of employment or after I have become employed.

7. I certify that I have read, or have had read to me, items 1, 2, 3, 4, and 5 above. I understand the contents and hereby acknowledge receipt of this information.

Signature of applicant _____ Date: _____

This Company is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, ancestry, citizenship, veteran status, age or non-job related disability or the use of a guide or support animal due to deafness, blindness or physical disability or any other characteristic protected under Federal, State or local law. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

This application shall be considered active for a period not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should complete another application at the end of that period.

Thank you for completing this application form and for your interest in our business