

Imagination Pottery Studio

1463 Wentzville Parkway
 Wentzville, Missouri 63385
 636-327-4699
 www.ImaginationPotteryStudio.com

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available To Start: _____ Minimum-Maximum Amount of Hours You Would Prefer Each Week: _____ Desired Salary: \$ _____

What is Your Weekly Availability:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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

Will your availability change (for school, etc.)? YES NO If yes, explain: _____

Can you perform the essential functions of the position for which you're applying with or without reasonable accommodations? YES NO Are you at least 16 years of age? YES NO

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 been convicted of a felony? YES NO

If yes, explain: _____

Education

Type of School	Name of School	Location	Number of Years Completed	Major/Degree
High School				
College				
Business or Trade School				
Professional School				

Work Experience

Please list your work experience for the past 5 years beginning with your most recent job held. Attach additional sheets if necessary.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

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

Responsibilities: _____

Employment Dates

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: _____

Employment Dates

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: _____

Employment Dates

From: _____ To: _____ Reason for Leaving: _____

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

Have you ever been involuntarily terminated from a position of employment? YES NO

If yes, please explain: _____

Did you complete this application yourself? YES NO

If not, who did? _____

References

Please list two references other than relatives or previous employers:

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Disclaimer and Signature

Please read carefully before signing.

Imagination Pottery Studio is an equal opportunity employer. We do not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Imagination Pottery Studio to hire me. If I am hired, I understand that either Imagination Pottery Studio or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Imagination Pottery Studio has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Imagination Pottery Studio true and complete information on this application. No requested information has been concealed. I authorize Imagination Pottery Studio to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature: _____ Date: _____

Pre-Employment Questionnaire

1. Have you ever painted at Imagination Pottery Studio before? If yes, how was your experience?
2. What do you think working at Imagination Pottery Studio entails?
3. What do you think is the most important part of our process at Imagination Pottery Studio?
4. What skills/experiences would you bring to our team?
5. What are two or three things that are important to you in a job?
6. Are there any accomplishments of which you're especially proud?
7. What is your definition of excellent customer service?
8. Do you have reliable transportation to get to and from work?
9. What is your favorite book or movie?

Thank you for completing this application form and for your interest in working at Imagination Pottery Studio!
Please note that incomplete applications will not be eligible for consideration. Please return your application to the studio or email a scanned copy to info@imaginationpotterystudio.com.