



Crazy Glaze Ceramic Studio & Art Center
Employment Application

Date: _____

Please Print

Please Tell Us About Yourself

Name: First _____ Middle I. ____ Last _____

Present Address _____ City _____ Zip _____

Primary Telephone _____ Cell/Other Telephone _____

Email Address _____

Do you have reliable means of transportation to work? Y N

What wage are you expecting? _____ Are you younger than 18 years old? Y N

If hired, can you provide verification of your legal right to work in the US? Y N

If hired, are you willing to submit to and pass a controlled substance test? Y N

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Y N

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense.)

Availability

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

Summer School Year All Year Limitations to Availability _____

Minimum weekly number of hours _____ Maximum weekly number of hours _____

Employment History

Have you ever been employed at Crazy Glaze Ceramic Studio? Y N

Are you currently employed? Y N

If you are currently employed, may we contact your current employer? Y N

Below, please describe past and present employment positions, dating back five years.

Even if you have attached a resume, this section must be completed.

1) Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: _____

Address: _____ City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Y N

2) Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: _____

Address: _____ City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Y N

3) Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: _____

Address: _____ City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Y N

References

List below two references who have knowledge of your work performance within the last four years. Please include professional references only.

Name - First, Last: _____

Telephone Number: _____ Number of Years Acquainted: _____

Address: _____

Occupation: _____ Relationship: _____

Name - First, Last: _____

Telephone Number: _____ Number of Years Acquainted: _____

Address: _____

Occupation: _____ Relationship: _____

Education, Training and Experience

High School:

School name: _____ Degree / diploma earned: _____

School address: _____ city, state, zip: _____

Number of years completed: _____ Did you graduate? Y N

College / University:

School name: _____ Degree / diploma earned: _____

School address: _____ city, state, zip: _____

Number of years completed: _____ Did you graduate? Y N

Vocational School:

School name: _____ Degree / diploma earned: _____

School address: _____ city, state, zip: _____

Number of years completed: _____ Did you graduate? Y N

Please list any job-related awards and/or leadership positions held (work or school)

Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us? Y N

If yes, please explain _____

Please Read and Initial Each Paragraph, then Sign Below

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true and correct to the best of my knowledge and ability.

I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure employment can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from the company.

I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice, and by either me or the company.

I permit the company to examine my references, record of employment, education record, and any other information I have provided.

I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure.

In addition, I release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

Applicant's Signature: _____

Applicant's Name (Print): _____

Date: _____