



Crazy Glaze Ceramic Studio & Art Center  
Employment Application

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

Please Print

Please Tell Us About Yourself

Name: First \_\_\_\_\_ Middle I. \_\_\_\_ Last \_\_\_\_\_

Preferred Name \_\_\_\_\_ Preferred Pronouns \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Primary Telephone  Cell  Home \_\_\_\_\_

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: \_\_\_\_\_

Degree / diploma earned: \_\_\_\_\_  None

School address: \_\_\_\_\_ city, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_ Did you graduate?  Y  N  In Progress

College / University: \_\_\_\_\_

Degree / diploma earned: \_\_\_\_\_  None

School address: \_\_\_\_\_ city, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_ Did you graduate?  Y  N  In Progress

Vocational School: \_\_\_\_\_

Degree / diploma earned: \_\_\_\_\_  None

School address: \_\_\_\_\_ city, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_ Did you graduate?  Y  N  In Progress

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

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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. \_\_\_\_\_

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**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: \_\_\_\_\_