

LAGNIAPPE FRAME SHOPPE

EMPLOYMENT APPLICATION

Experienced Picture Framer / Retail Associate

9696 Jefferson Hwy., Baton Rouge, LA | 225-272-4873 | info@laframes.com

Celebrating 45 Years in Business - Where You Always Get Something Extra

Please print clearly. Complete all sections. This application does not create a contract of employment.

1. Applicant Information

Full Name _____

Date _____

Address _____

City / State / ZIP _____

Phone _____

Email _____

Position Applied For _____

Date Available to Start _____

☐ Full-time ☐ Part-time ☐ Either Desired hourly pay: \$ _____

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Are you at least 18 years old? ☐ Yes ☐ No

Have you previously applied to or worked for Lagniappe Frame Shoppe? ☐ Yes ☐ No If yes, when? _____

2. Availability

Day	Available From	Available Until	Not Available
Monday			☐
Tuesday			☐
Wednesday			☐
Thursday			☐
Friday			☐
Saturday			☐
Sunday			☐

Are you available during holidays and peak retail seasons? ☐ Yes ☐ No ☐ With advance notice

3. Picture Framing, Retail and Customer Service Experience

Years of picture framing experience: ☐ None ☐ Less than 1 ☐ 1-2 ☐ 3-5 ☐ 5+

Years of retail/customer service experience: ☐ None ☐ Less than 1 ☐ 1-2 ☐ 3-5 ☐ 5+

Skill	Experience Level	Equipment / Software Used
Custom frame design and customer consultation	☐ None ☐ Basic ☐ Proficient	
Measuring artwork accurately	☐ None ☐ Basic ☐ Proficient	
Reading a tape measure and ruler, including fractions	☐ None ☐ Basic ☐ Proficient	
Cutting moulding / joining frames	☐ None ☐ Basic ☐ Proficient	
Cutting mats (manual or computerized)	☐ None ☐ Basic ☐ Proficient	
Mounting artwork and fitting frames	☐ None ☐ Basic ☐ Proficient	
Glass/acrylic cutting and handling	☐ None ☐ Basic ☐ Proficient	
Shadow boxes / object framing	☐ None ☐ Basic ☐ Proficient	
Conservation framing practices	☐ None ☐ Basic ☐ Proficient	
Point-of-sale system / cash handling	☐ None ☐ Basic ☐ Proficient	
Receiving, pricing and merchandising	☐ None ☐ Basic ☐ Proficient	
Basic computer and email skills	☐ None ☐ Basic ☐ Proficient	

4. Measuring and Math Skills

Picture framing requires accurate measuring and basic fraction math. Please complete without a calculator unless instructed otherwise.

1. Can you confidently read a standard tape measure or ruler to the nearest 1/16 inch?

☐ Yes ☐ No ☐ I would need training

2. Write the measurement shown by the interviewer:

Answer: _____ inches

3. Add: 12 3/8 in. + 4 5/16 in.

Answer: _____

4. Subtract: 24 in. - 2 3/4 in.

Answer: _____

5. A frame opening is 16 x 20 in. with a 3 in. mat on every side. What is the outside mat size?

Answer: _____ x _____

6. An artwork measures 11 7/8 x 15 15/16 in. Explain how you would record the size to avoid reversing width and height.

7. How would you double-check a measurement before cutting an expensive piece of moulding or matboard?

5. Creativity and Customer Service

1. Describe how you would help a customer who is unsure which frame and mat colors to choose.

2. A customer is unhappy with a completed order. How would you handle the conversation?

3. Tell us about a time you used creativity to solve a customer or design problem.

4. How do you balance giving design advice with respecting the customer's personal taste and budget?

6. Physical Requirements and Work Environment

This position regularly requires standing for extended periods, bending, reaching, handling glass and framing materials, and safely lifting/carrying items weighing approximately 30-40 pounds, with or without reasonable accommodation.

Are you able to perform these essential job duties, with or without reasonable accommodation? ☐ Yes ☐ No

Do you have experience safely handling glass, artwork, tools or fragile merchandise? ☐ Yes ☐ No Please explain:

7. Employment History

Employer 1

Company / Location _____	Supervisor / Phone _____
Job Title _____	Dates Employed _____
Main Duties _____	Starting / Ending Pay _____
Reason for Leaving _____	May we contact this employer? ☐ Yes ☐ No _____

Employer 2

Company / Location _____	Supervisor / Phone _____
Job Title _____	Dates Employed _____
Main Duties _____	Starting / Ending Pay _____
Reason for Leaving _____	May we contact this employer? ☐ Yes ☐ No _____

Employer 3

Company / Location _____	Supervisor / Phone _____
Job Title _____	Dates Employed _____
Main Duties _____	Starting / Ending Pay _____
Reason for Leaving _____	May we contact this employer? ☐ Yes ☐ No _____

8. Education and Training

School / Program	City / State	Years / Completion	Degree, Certificate or Training

9. References

Name	Relationship	Phone / Email	Years Known

10. Additional Information

Why would you like to work at Lagniappe Frame Shoppe?

What strengths would you bring to our creative retail and framing team?

Anything else you would like us to know?

11. Applicant Certification

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that false or misleading information may result in disqualification from consideration or termination of employment. I authorize Lagniappe Frame Shoppe to verify the information provided and to contact the references and employers listed, except where I have indicated otherwise. I understand that employment, if offered, is at will and may be ended by either the employee or employer at any time, subject to applicable law.

Applicant Signature _____

Date _____

Printed Name _____

Interviewer _____

For Interviewer Use Only

Measuring assessment	☐ Pass ☐ Needs training ☐ Not completed
Customer service	☐ Strong ☐ Acceptable ☐ Concern
Creativity / design eye	☐ Strong ☐ Acceptable ☐ Concern
Framing skills	☐ Experienced ☐ Trainable ☐ Not a fit
Overall recommendation	☐ Hire ☐ Second interview ☐ Hold ☐ Do not hire

Notes _____
