

# Harley's Pottery Painting Studio

1401 S. Waldron Rd. Suite 101, Fort Smith, AR 72930  
479-222-3741

www.HarleysPotteryPainting.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: \_\_\_\_\_  
YES NO  
May we contact your previous supervisor for a reference? ☐ ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

Employment Dates  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
YES NO  
May we contact your previous supervisor for a reference? ☐ ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

Employment Dates  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
YES NO  
May we contact your previous supervisor for a reference? ☐ ☐

Have you ever been involuntarily terminated from a position of employment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please explain: _____		
Did you complete this application yourself?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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.**

Harley's Pottery Painting 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 Harley's Pottery Painting Studio to hire me. If I am hired, I understand that either Harley's Pottery Painting 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 Harley's Pottery Painting Studio has the authority to make any assurance to the contrary. I attest with my signature below that I have given to Harley's Pottery Painting Studio true and complete information on this application. No requested information has been concealed. I authorize Harley's Pottery Painting 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: _____
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## Pre-Employment Questionnaire

1. Have you ever painted at Harley's Pottery Painting Studio before? If yes, how was your experience?
2. What do you think working at Harley's Pottery Painting Studio entails?
3. What do you think is the most important part of our process at Harley's Pottery Painting 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 Harley's Pottery Painting 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 [Johanna@HarleysPotteryPainting.com](mailto:Johanna@HarleysPotteryPainting.com)