The Pottery Place Beckley

Employment Application

**This position is for PART-TIME employment**

**\*\*MUST BE AVAILABLE TO WORK EVENINGS AND WEEKENDS\*\***

**Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone:\_(\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate:\_\_\_\_/\_\_\_\_/\_\_\_\_\_**

Are you a U.S. Citizen?

If, no are you authorized to work in the U.S.?

Have you ever worked for this company?

If yes, when?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been convicted of a felony?\_\_\_\_\_\_\_\_\_\_

**Days/Hours Available to work**

**Typically we only need evening shifts during the week and both shifts during weekends.**

**Monday**: 10:30am – 4pm 4pm – Close (9:15 – 9:30)

**Tuesday**: 10:30am – 4pm 4pm – Close (9:15 – 9:30)

**Wednesday**: 10:30am – 4pm 4pm – Close (9:15 – 9:30)

**Thursday**: 10:30am – 4pm 4pm – Close (9:15 – 9:30)

**Friday**: 10:30am – 4pm 4pm – Close (10:15-10:30)

**\*Saturday**: 10:30am – 4pm 4pm – Close (10:15-10:30)

**\*Sunday**: 12:30pm – Close (approximately 7:15)

**\*MUST BE AVAILABLE BOTH SHIFTS SAT AND SUN\***

How Many Hours per week are available to work?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Typically a new hire will work 6 – 18 hours per week depending on slots that needs filled.**

**Current or Last Education**

**Name of High School/College/Other**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years attended\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_

Did you graduate? Yes No Currently Enrolled: Expected Graduation Date\_\_\_\_\_\_\_\_\_

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Why do you want to work for the pottery place? How would you be an asset?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete back.

**Employment History**

Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary:$\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact your previous supervisor for reference?

Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary:$\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact your previous supervisor for reference?

**Rate yourself 1-5**

**1 - Never 2 – Some of the Time 3 -Neutral**

Outgoing: \_\_\_\_\_

Hardworking: \_\_\_\_\_

Responsible: \_\_\_\_\_

Likes to keep busy: \_\_\_\_\_

Likes to help people: \_\_\_\_\_

Dedicated: \_\_\_\_\_

Good Humor: \_\_\_\_\_

Team Player: \_\_\_\_\_

Creative: \_\_\_\_\_

**4- Most of the Time 5 - Always**

Likes Children: \_\_\_\_\_

Can Handle Criticism: \_\_\_\_\_

Organized: \_\_\_\_\_

Cheerful: \_\_\_\_\_

Reliable: \_\_\_\_\_

Enthusiastic: \_\_\_\_\_

A “People Person” : \_\_\_\_\_

Loyal: \_\_\_\_\_

Self-Motivated:\_\_\_\_\_\_

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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