

# 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

### 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.**

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? \_\_\_\_\_

### Current or Last Education

Name of High School/College/Other

\_\_\_\_\_

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

Did you graduate? Yes No Currently

Enrolled: Expected Graduation Date \_\_\_\_\_

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

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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?
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### Rate yourself 1-5

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

**4- Most of the Time    5 - Always**

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

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

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

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

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

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

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

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

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

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

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

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

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

A "People Person" : \_\_\_\_\_

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

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

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

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: \_\_\_\_\_