

# Ben Franklin Crafts & Frame Shop

Application for Employment

Page 1 of 4

**PERSONAL INFORMATION**

Today's Date: \_\_\_\_\_

Name: Last, First, & Middle	What type of employment are you seeking? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary/Seasonal
Current Address (number, street, apt)	City, State, & Zip
Home phone (   )	Work phone (   )
Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	How did you hear about this position?

**AVAILABILITY**

Can you work a flexible schedule, where days and number of hours scheduled is different each week? <input type="checkbox"/> YES <input type="checkbox"/> NO	When could you start employment?
What position are you applying for? _____  What are your pay expectations _____	Ben Franklin Crafts & Frame Shop is often open for business on holidays and may have extended business hours for special events, store promotions, inventory, or holidays. Associates are expected to work on these days/occasions.
Are you now or do you expect to be engaged in any other business or employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	

**PLEASE INDICATE BELOW THE SCHEDULE YOU WOULD BE ABLE TO WORK**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____

**EDUCATION**

PRINT THE NAME AND CITY FOR EACH SCHOOL	Graduated	DEGREE
High School	YES   In Process	
College/Vocational		
Graduate Studies		
Other Formal Education		
Other Special Training that would enhance your qualifications (please list) _____ _____		

**CRAFT SKILLS & TECHNICAL SKILLS**

<input type="checkbox"/> List all Crafts you are proficient with and enjoy:
<input type="checkbox"/> Cash Register Training:
<input type="checkbox"/> Other Skills (please list):

# Ben Franklin Crafts & Frame Shop

Application for Employment

Page 2 of 4

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**OTHER INFORMATION**

Have you ever been known by a different name? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, what was it? _____ _____
Have you ever been convicted of or pleaded guilty to a felony?  <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, please explain. _____ _____
Are you legally eligible to work in the United States? (Proof of eligibility documentation must be provided at the time of hire as required by law). <input type="checkbox"/> YES <input type="checkbox"/> NO	_____ _____
Have you previously worked for this company? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, when? And reason for leaving.

**PROFESSIONAL REFERENCES**

Please give the names of two references from your professional or academic life.

1. Name & Address	Phone
2. Name & Address	Phone
How many different employers have you worked for in the past 5 years?	Have you ever been involuntarily terminated from an employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please explain all occurrences.	
May we contact your current employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
May we contact your former employers? <input type="checkbox"/> YES <input type="checkbox"/> NO	

List your current or most recent employer first. Include service and/or any periods of self employment.

You **must** account for your three (3) most recent employers or a maximum of five (5) years of your most recent employment history

Company	
Address	Phone
Last Position held:	Duties Performed:
Dates Employed From:	To:
Last salary:	Supervisor's Name & Phone:
Reason for leaving (be specific)	
Three (3) words your previous supervisor would use to describe you	
What did you like best about this job?	

# Ben Franklin Crafts & Frame Shop

Application for Employment

Page 3 of 4

What did you least like about this job?
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Company			
Address		Phone	
Last Position held:		Duties Performed:	
Dates Employed From:		To:	Last salary:
Supervisor's Name & Phone:			
Reason for leaving (be specific)			
Three (3) words your previous supervisor would use to describe you			
What did you like best about this job?			
What did you least like about this job?			

Company			
Address		Phone	
Last Position held:		Duties Performed:	
Dates Employed From:		To:	Last salary:
Supervisor's Name & Phone:			
Reason for leaving (be specific)			
Three (3) words your previous supervisor would use to describe you			
What did you like best about this job?			
What did you least like about this job?			

**PERIODS OF UNEMPLOYMENT DURING THE PAST THREE YEARS**

(Please give specific reasons for each time period).

From	To	Reason

# Ben Franklin Crafts & Frame Shop

Application for Employment

Page 4 of 4

By my signature below, I promise that the information provided in this employment application (and accompanying resume or documentation, if any) is true and complete, and I understand that any false or misleading information or omissions may disqualify me from further consideration for employment and may lead to my immediate discharge from employment if discovered at a later date. I agree to immediately notify Ben Franklin Crafts & Frame Shop if I should be convicted of a felony or any crime involving dishonesty, breach of trust, controlled substances, sexual misconduct, abuse, or violence, while my application is pending or during my period of employment if hired.

I understand that the company may investigate my work and personal history and verify all data given on this application, on related papers, and in the interview. In addition, I understand that the company reserves the right to conduct background investigations to determine my qualifications for employment. I authorize any person, school, current employer, past employer(s) and organizations named in this application (and accompanying resume, if any) to provide Ben Franklin Crafts & Frame Shop with any information and opinion requested by Ben Franklin Crafts & Frame Shop in connection with any application, and I release such parties from any liability in making such statements. These reports will include information as to my character, work habits, performance, education, workers' compensation claims and experience along with reasons for termination of employment from previous employers. Further, I understand that Ben Franklin Crafts & Frame Shop will be requesting information from various Federal, State, and other agencies.

I authorize without reservation, any party or agency contracted to furnish the above-mentioned information and release all parties involved from any liability and responsibility for doing so. I hereby consent to obtaining the above information. This authorization and consent shall be valid in original, fax, or copy form.

I have the right to make a request of the background checks, upon proper identification and the payment of any authorized fees, for the information in its files on me at the time of my request. I further authorize ongoing procurement of the above mentioned reports at any time during my employment.

I understand that this application does not create a contract of employment, offer or promise. I understand that if hired, I am obliged to comply with any and all current and subsequently adopted Ben Franklin Crafts & Frame Shop policies. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at any time for any reason, with or without notice. I understand that no person other than the President of Ben Franklin Crafts & Frame Shop is authorized to change any terms mentioned in this employment application.

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

**ALL INFORMATION MUST BE COMPLETED EVEN IF YOU ATTACH A RESUME**