

Ben Franklin Crafts & Frame

19505 Hwy 2 Monroe, WA 98272 Tel. 360-794-6745 Fax 425-483-0822

Application for Employment

PERSONAL INFORMATION

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 are different each week? <input type="checkbox"/> Yes <input type="checkbox"/> No	When could you start employment?
What position are you applying for? _____	Ben Franklin Crafts & Frame 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.
What are your pay expectations? _____	

Are you now or do you expect to be engaged in any other business or employment? Yes 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 for each school	Graduated		Degree
High School	YES	In Process	
College/Vocation	YES	In Process	
Graduate Studies	YES	In Process	
Other Formal Education	YES	In Process	
Other Special Training that would enhance your qualifications (please list)	YES	In Process	

CRAFT SKILLS & TECHNICAL SKILLS

List all Crafts you are proficient with and enjoy:

Cash Register Training:

Other Skills (please list):

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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 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 ever previously worked for this company? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when? 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
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List your current or most recent employers 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:	Last salary:	Supervisor's Name & Phone:
From:	To:	
Reason for leaving (be specific):		
Three (3) words your previous supervisor would use to describe you:		
What did you like best about this job?		

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

PERIODS OF UNEMPLOYMENT DURING THE PAST THREE YEARS (Please give specific reasons for each time period.)

From	To	Reason

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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 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 with any information and opinion requested by Ben Franklin Crafts & Frame 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, worker's compensation claims and experience along with reasons for termination of employment from previous employers. Further, I understand that Ben Franklin Crafts & Frame will be requesting information from various Federal, State and other agencies.

I authorize without reservation any part 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 policies. I understand and agree that, if hired, my employment is 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 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

Expectations of employment applicants Ben Franklin Crafts & Frames Monroe, WA

As you fill out your application, please take some time to consider what will be expected of you should you accept employment in our organization.

- We are looking for people who demonstrate personal values of honesty & integrity in word and deed.
- We are looking for self-motivated individuals with strong critical thinking skills.
- We are looking for positive people that enjoy working with the public and are capable of consistently giving above-average customer service. Any position in our organization will involve constant interaction with both customers and other staff members.
- We are looking for people that exhibit a degree of professionalism; there is a dress code in our organization that applies to personal hygiene, mode of dress, visible extremes of body modification and extremes of hairstyle. Further details may be found in our Policy Manual and/or our Operations Manual.
- Although this is a creative environment, you are applying for a position that will likely be quite physically demanding and involve lots of lifting, bending, carrying and stairs. Excepting lunch and breaks, you will be on your feet for your entire shift.
- Some math and logical thinking skills are needed in all positions. A large part of our customer service involves teaching customers and finding solutions for their creative projects. Working product knowledge is appropriate for your area of interest.

Thank You for your interest in Ben Franklin Monroe.

Signature _____ date _____

