

# Ben Franklin *Crafts & Frame Shop*

19505 Hwy2 Monroe, WA 98272 • (360)794-6745

Application for Employment

bfranklincrafts.com

## 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
Phone (     )	Email
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 can 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?    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
	Yes	In Progress	
High School	Yes	In Progress	
College/Vocation	Yes	In Progress	
Graduate Studies	Yes	In Progress	
Other Formal Education	Yes	In Progress	
Special training that would enhance your qualifications (Please List)	Yes	In Progress	

## CRAFT SKILLS & TECHNICAL SKILLS

List all crafts you are proficient with and enjoy:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous cash register training: \_\_\_\_\_

Other skills (please list): \_\_\_\_\_

# Ben Franklin Crafts & Frame Shop

19505 Hwy2 Monroe, WA 98272 • (360)794-6745

Application for Employment

bfranklincrafts.com

## OTHER INFORMATION

Have you ever been known by a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No	yes, what was it?
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	

## PROFESSIONAL REFERENCES

1. Name & Address:	Phone:
2. Name & Address:	Phone:
3. Name & Address:	Phone:

## WORK HISTORY

Have you ever been involuntarily terminated from an employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many different employers have you worked for in the past five years?
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 employers first. Include service and/or any periods of self employment.

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

## JOB 1

Company:	Phone:
Address:	
Last position held:	Duties performed:
Dates employed: From: TO:	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?	

## JOB 2

Company:		Phone:
Address:		
Last position held:		Duties performed:
Dates employed:	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?		

## JOB 3

Company:		Phone:
Address:		
Last position held:		Duties performed:
Dates employed:	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?		

## ABOUT YOU

Tell us more about yourself.

# Ben Franklin<sup>®</sup> Crafts & Frame Shop

19505 Hwy 2 Monroe, WA 98272 Tel: (360) 794-6745 Fax: (360) 794-2937

## Application for Employment

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 that all data given on this application, related papers, and in the interview itself. 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. Furthermore, 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.

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