

## Employment Application – Potter's Haven Art Studio

### 1. Employer Information

Employer      Potter's Haven  
Address        292 SW Blue Pkwy  
City/State/Zip Lee's Summit, Mo 64063  
Telephone     816-525-9323

It is the policy of Potter's Haven to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability, or veteran status.

### 2. Applicant Information

Applicant Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Number of years at this address \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Driver's License (State/Number) \_\_\_\_\_

### 3. Emergency Contact

Who should be contacted if you are involved in an emergency?

Contact Name \_\_\_\_\_  
Relationship to you \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

### 4. Job Position Applied for    Part-Time Studio Staff

### 5. Hourly Wages Desired    \$ \_\_\_\_\_ per hour

6. Are you at least 18 years old? \_\_\_\_ Yes      \_\_\_\_ No  
If not 18, what is your current age? \_\_\_\_\_

7. Are you willing to work any shift, including nights and weekends? \_\_\_\_ Yes      \_\_\_\_ No  
If no, please state limitations \_\_\_\_\_  
\_\_\_\_\_

8. When are you available to begin working? \_\_\_\_\_

9. Are you legally eligible for employment in the United States? \_\_\_\_\_Yes \_\_\_\_\_No

10. Are you able to perform the essential functions of the job position with or without reasonable accomodation (i.e. standing/walking for long periods of time, carrying multiple items at once, cleaning of supplies and studio)? \_\_\_\_\_Yes \_\_\_\_\_No

What reasonable accommodation, if any, would you require?

\_\_\_\_\_

#### 11. Applicant's Skills

Check those skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years experience, and circle the number which corresponds to your ability for each particular skill. (1 represents poor aility, 5 exceptional ability)

Skill	Years of Experience	Ability
___Cash Register Basics	_____	1-2-3-4-5
___Answering Telephones	_____	1-2-3-4-5
___Customer Service	_____	1-2-3-4-5
___Working with Paints/Glazes	_____	1-2-3-4-5
_____	_____	1-2-3-4-5
_____	_____	1-2-3-4-5

#### 12. Applicant Employment History

List your current or most recent employment first.

Employer Name \_\_\_\_\_  
Supervisor Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Job Duties \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Dates of Employment \_\_\_\_\_

Employer Name \_\_\_\_\_  
Supervisor Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Job Duties \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Dates of Employment \_\_\_\_\_

13. Applicant's Education and Training

College/University Name and Address

Did you receive a degree? \_\_\_\_ Yes \_\_\_\_ No If yes, degree received \_\_\_\_\_

High School/GED Name and Address

Did you receive a diploma? \_\_\_\_ Yes \_\_\_\_ No Year Received \_\_\_\_\_

Other Training

Awards, Honors, Special Achievements

15. References

List any two people who would be willing to provide a reference for you.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Relationship \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Relationship \_\_\_\_\_

15. Please provide any further information that you believe should be considered

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

## CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize Potter's Haven to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its Owner, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of Potter's Haven, except in a specific written contract of employment signed on behalf of the organization by its Owner, has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE