



Paint a Piece

CREATIVE ARTS STUDIO

# Employment Application

Please print all information requested except for signature.

Incomplete or messy applications will not be considered.

Application MUST be submitted with a HANDWRITTEN cover letter

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Address: \_\_\_\_\_

How long at this address? \_\_\_\_\_ Birthdate: \_\_\_\_\_

Email  
address: \_\_\_\_\_

Referred by: \_\_\_\_\_

Do you have any friends or relatives who work (or have worked) here? If so,  
who? \_\_\_\_\_

If yes, list name and location \_\_\_\_\_

Are you legally eligible for employment in the US? \_\_\_\_\_

Person to be notified in case of emergency: \_\_\_\_\_

High School Education: (school, graduation year):

College Education: (school, graduation year, major):

Previous Work History (list most recent or current first)

Company

Salary

Reason for leaving

1.

2.

3.

May we contact your previous employers?

What hours are you able to work the following days: We are open 10-8 M-Th, 10-9 F-Sa, and 12-6 on Sundays.

**NOTE: All employees must be able to work Saturdays, especially in November and December.**

Monday	Tuesday	Wednesday	Thursday
Friday	Saturday	Sunday	Max hours per week:

Please list any days in the next *3 months* when you are unavailable to work:

When are you available to start training?

Are there certain activities that you are involved in that would limit your availability? (sports, church, sorority, tutoring, etc.)

Why do you want to work at Paint a Piece?

What skills/experience do you have that you feel will help you at Paint a Piece?

What is your definition of excellent customer service? (What do you think that looks like at Paint a Piece?)

What do you enjoy during your spare time?

Have you ever applied at Paint a Piece before?

What starting pay are you looking for?

Please list two references other than relatives or previous employers:

Name

Phone

Years Known

1.

2.

PLEASE READ CAREFULLY

## APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Paint a Piece (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Paint a Piece, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President/General Manager of the Company.

Both the undersigned and Paint a Piece may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references and others, and hereby release the Company from any liability as a result of such contract.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party.

Signature of application \_\_\_\_\_ Date: \_\_\_\_\_

**This Company is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.**

**Thank you for completing this application form and for your interest in our business**

**Employee Use Only**

**Pre-Employment Questionnaire**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Have you ever been known by another name? YES NO

If yes, please list name(s) \_\_\_\_\_

Have you ever been convicted of a crime? YES NO

If yes, please explain \_\_\_\_\_

Are you related to anyone employed by Paint a Piece? YES NO

If yes, please list name(s) \_\_\_\_\_

Do you have reliable transportation to get to/from work? YES NO

Do you consider yourself a "people-person"? YES NO

Would you consider yourself outgoing? YES NO

Do you work well with kids? YES NO

Have you ever worked in retail? YES NO

If yes, were you trained to use a cash register? YES NO

Have you ever painted at our studio? YES NO

Would you consider yourself an artist? YES NO

Have you read the Job Description/Requirements sheet? YES NO

Do you have any experience with? Circle what applies...

Glazing pottery Loading a kiln Painting Pottery Kids Parties

Being a waiter/waitress Glass fusing Canvas painting Clay

**\*\*It is important for our custom artists to have clear, controlled penmanship. Even if you are not applying for an artist position, please use this space below to demonstrate your handwriting skills. Please decoratively write: "Thanks for helping us grow" or "Happy Birthday Elizabeth."**

## Job Description

This position entails helping customers, set-up and clean-up, working as a team, and taking initiative to make our studio a better place for our customers.

Here's a sample of the duties our employees perform:

- Greeting customers and teaching them about our wide variety of products. Employees are here to inspire, guide, teach, and clean up after our customers. It is much like being a waitress.
- Unpacking shipments and updating inventory
- Glazing, loading and unloading the kiln, wrapping finished orders, and calling customers for pick-up
- Opening and closing the studio
- Working the cash register, running credit cards, and answering phones
- Assisting with kids camps, birthday parties, and classes
- Mopping, dusting, taking out the trash, and cleaning tables, chairs, counters, windows, and more. Maintaining a clean and inviting studio for our customers is a major priority.
- Working together in teams and independently

## Job Requirements

All applicants must:

- Be at least 16 years of age, be punctual and dependable, have reliable transportation
- Be willing to learn, able to follow written instruction and able to work with little or no supervision
- Be responsible for opening or closing the store without supervision.
- Have great verbal communication skills. Must be comfortable talking to strangers and large groups of adults and children.
- Be comfortable working with a PC, have basic computer skills using Word, Excel, and Internet
- Have good spelling and written communication skills.
- Be capable of lifting a minimum of 40 lbs
- Be capable of standing/walking for a 5 hour shift without difficulty
- Have a flexible schedule (ability to work evenings and weekends)
- Have excellent time management and multitasking abilities
- Work well in a fast-paced environment
- This is a family friendly environment. Our employees present a drug- and alcohol-free appearance, attitude and reputation at all times.

**Ideal candidates are bubbly, friendly, patient, thorough, punctual, and love working with kids.**