

Application for Employment

Please complete this application as thoroughly as possible. Feel free to attach a copy of your résumé. Please review your application and sign the last page. You may not be considered for employment if this application is incomplete or is not signed. Ben Franklin Crafts is an Equal Opportunity Employer, and a drug-free workplace. If you have not heard from us, you may call at any time to check the status of a position. Thank you for your interest, and good luck!

Last Name	First Name	Middle Name
Street or Mailing Address		City, State, ZIP Code
Today's Date		Date you could begin work ASAP
Home Phone #		Cell Phone #

What position are you applying for? _____ **What wage are you expecting?** _____

Areas of experience (check all that apply):

<input type="checkbox"/> Accounting / Office	<input type="checkbox"/> Hard Crafts (General Crafting, Glues, Wood)	<input type="checkbox"/> Sewing
<input type="checkbox"/> HR / Training	<input type="checkbox"/> Soft Crafts (Knitting, Crocheting, Needlework)	<input type="checkbox"/> Jewelry Making
<input type="checkbox"/> Purchasing	<input type="checkbox"/> Art (Painting, Modeling)	<input type="checkbox"/> Floral Arranging
<input type="checkbox"/> Shipping/Receiving	<input type="checkbox"/> Paper Arts (Scrap booking, Stamping, Card making)	<input type="checkbox"/> Cashier
<input type="checkbox"/> Or other area (please describe): _____		<input type="checkbox"/> Custom Framing

How did you find out about us?

<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Newspaper – Name: _____	<input type="checkbox"/> Sierra College
<input type="checkbox"/> Internet	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend / Relative
<input type="checkbox"/> EDD	<input type="checkbox"/> Other: _____	

Friends or relatives working for Ben Franklin Crafts (if you marked FRIEND/RELATIVE above, please list the individual referring you, whether currently employed by us):

Can you tell us why you are interested in working with our team?

Following are questions we would like you to answer relating to our needs, or if hired, relating to your potential needs. Answering yes, no or otherwise does not necessarily constitute disqualification.	Yes	No	N/A
If hired, can you furnish legal US citizenship or eligibility to work in the US?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you at least 18 years old? If not, do you have a valid work permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you travel if the job requires it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you work overtime (more than 8 hours a day or 40 hours a week)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If hired, do you have a reliable means of transportation to and from work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you capable of lifting at least 20 pounds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have or do you regularly work on a computer with Windows and MS Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever filed an application with us?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed by Ben Franklin Crafts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May we contact your present employer (if employed)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you a volunteer (such as civil defense, military, firefighting, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What type of working schedule are you looking for? FULL-TIME PART-TIME TEMP

Specific days and hours available:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Foreign languages you can speak, read and/or write:

Please list additional skills or qualifications that could benefit our team:

Professional, trade, business or civic activities held (you may exclude what would reveal age, sex, race, religion, national origin, ancestry, handicap or other protected status):

Education

What and Where	Graduation	Subjects, Courses, Degrees
High School:	<input type="checkbox"/> Yes <input type="checkbox"/> No Max level achieved:	
College / Military:	<input type="checkbox"/> Yes <input type="checkbox"/> No Max level achieved:	
Trade / Technical / ROP:	<input type="checkbox"/> Yes <input type="checkbox"/> No Max level achieved:	
Honors or Awards:		

Work Experience

Please list below all present and past employment starting with your most recent employer. Please account for all periods of unemployment. **Please complete this section even if attaching a résumé. Please remember: you may not be considered for employment if your application is incomplete.**

Company Name, Address, Phone #	Dates Of Employment	Position, General Duties and Responsibilities	Wages	Reason for Leaving
	From: To:		Starting: Ending:	
	From: To:		Starting: Ending:	
	From: To:		Starting: Ending:	
	From: To:		Starting: Ending:	

Please explain what you liked most about your work experience:

Please explain what you liked least about your work experience:

Professional References

List below three (3) persons, not related to you, who have knowledge of your work performance within the last three years.

Name	Address	Phone #

Please read below, review then sign

INITIALS: We consider applications for employment without regard to race, religion, sex, national origin, age, marital status, physical or mental handicap, sexual orientation or any other legally protected status.

INITIALS: I certify that the information on this application is true and complete to the best of my knowledge. In processing my application, I authorize Ben Franklin Crafts (or its agents) to investigate my references, work record, education and other matters related to my suitability for employment; I further authorize my former employers to disclose to Ben Franklin Crafts any and all letters, reports and other information related to my work records without giving me prior notice of such disclosure. In addition, I hereby release Ben Franklin Crafts (or its agents), my former employers and all persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

INITIALS: I understand that, should an offer of employment be extended to me, I may be asked to submit to a pre-placement medical examination at Ben Franklin Crafts' expense. This examination will include a drug screening by a certified, creditable agency. I understand and agree that any offer of employment will be conditioned on a report that I satisfy the requirements of the position offered, and that refusal to cooperate with the drug screening or any other portion of the examination will result in revocation of any job offer. I understand that I may be required to authorize the disclosure of results from the examination to Ben Franklin Crafts, to the extent necessary for Ben Franklin Crafts to know my qualifications, and that Ben Franklin Crafts will keep the results confidential.

INITIALS: I understand I **may not discuss any customer or trade secrets** I may have seen, heard or otherwise discussed. I understand that if I become part of the Ben Franklin Crafts team, it is an "at-will" relationship, which means Ben Franklin Crafts or I can end employment at any time, for any reason, with or without notice. I understand that if I am hired I must abide by the practices and policies of Ben Franklin Crafts. In the event I am hired, I understand any false or misleading information on this application may result in termination. I understand if I am not hired, I may choose to re-apply or update my application/resume from time to time.

Your Signature

Date