

POTTING SHED CREATIONS, LTD.™

Application for Employment

fax 208.835.4096 . hrs@pottingshedcreations.com

PERSONAL

please print

Date \_\_\_\_\_

Name \_\_\_\_\_

Present address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Position applied for \_\_\_\_\_

Specify days and hours you are able to work \_\_\_\_\_

On what date will you be available for work? \_\_\_\_\_

What type of work experience, skills, or qualifications do you feel would especially qualify you to work here?

Please add any additional comments you think are important for us to consider.

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

Have you worked for any company under a different name?      yes       no

If yes, give name \_\_\_\_\_

Have you ever been convicted of a felony?      yes       no

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

Personal References (not former employees or relatives)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

WORK HISTORY (begin with most recent)

May we contact your employer?      yes       no

Name of Company \_\_\_\_\_ Business address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Type of Business \_\_\_\_\_ Job Title \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Date employed    **From:** \_\_\_\_\_    **To:** \_\_\_\_\_

Reason for termination \_\_\_\_\_ Description of Duties \_\_\_\_\_

**May we contact your employer?**

yes

no

Name of Company \_\_\_\_\_ Business address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Type of Business \_\_\_\_\_ Job Title \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Date employed **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

Reason for termination \_\_\_\_\_ Description of Duties \_\_\_\_\_

**May we contact your employer?**

yes

no

Name of Company \_\_\_\_\_ Business address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Type of Business \_\_\_\_\_ Job Title \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Date employed **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

Reason for termination \_\_\_\_\_ Description of Duties \_\_\_\_\_

**EDUCATION**

High School \_\_\_\_\_

Degree Awarded \_\_\_\_\_

College or University \_\_\_\_\_

Degree Awarded \_\_\_\_\_

Business, Trade, Correspondence or Night School \_\_\_\_\_

Degree Awarded \_\_\_\_\_

Other \_\_\_\_\_

Degree Awarded \_\_\_\_\_

**Affidavit**

I certify that all information I have provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I also understand that the listed references and past employment may be contacted concerning this application, and that I may request specific individuals be excluded from contact by indication of such beside that person's name on the application form.

Signature \_\_\_\_\_

Date \_\_\_\_\_