

Dear Applicant,

Thank you for your interest in employment here at Factory Direct Craft Supply. We understand that you have a choice when choosing an employer and we thank you for taking the time to fill out an application with us.

All applications that we receive are kept on file for 6 months and are reviewed when positions open up.

Once applications are reviewed we will call to set up an interview. PLEASE, absolutely no phone calls!

In order to set up interviews, please supply us with your best daytime, evening and cell phone numbers.

Thank you,
Factory Direct
Craft Supply

APPLICATION

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

P E R S O N A L	Last Name		First	Middle	Date	
	Street Address				Daytime Phone #	
	City, State, Zip				Evening Phone #	
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Month and Year _____				Cell Phone #	
	Position Desired		Pay Expected	Email Address		
	Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, what hours can you work? _____					
	Are you legally eligible for employment in the United States?			Are you of the legal age to work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Other special training or skills (typing, computer experience, languages, etc.)			Do you have reliable transportation to work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
When will you be able to begin work?		What hours are you available to work?		Will you work over time if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Middle
First
Last Name

E D U C A T I O N	School	Name & Location of School	Course of Study	No. of Years Completed	Did You Graduate?	Degree or Diploma
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business/ Trade/ Technical/ Correspondence				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe any training received/hobbies relevant to the position for which you are applying. _____

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

1	Company Name	Telephone
	Address	Employed (Month/Year) From To
	Name of Supervisor	Weekly Pay Start Last
	Job Title and Describe Your Duties	Reason for Leaving

2	Company Name	Telephone
	Address	Employed (Month/Year) From To
	Name of Supervisor	Weekly Pay Start Last
	Job Title and Describe Your Duties	Reason for Leaving

3	Company Name	Telephone
	Address	Employed (Month/Year) From To
	Name of Supervisor	Weekly Pay Start Last
	Job Title and Describe Your Duties	Reason for Leaving

4	Company Name	Telephone
	Address	Employed (Month/Year) From To
	Name of Supervisor	Weekly Pay Start Last
	Job Title and Describe Your Duties	Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer Number(s) _____ Reason _____

1) Have you ever been convicted of a crime in the past ten years (excluding offenses such as speeding or parking violations)?

_____ Yes _____ No

If yes, describe in full

_____ (NOTE: Conviction of a crime does not necessarily disqualify you from employment. Factors will be considered such as the nature of the crime and the relevancy of the crime to the position for which you are applying.)

2) Do you have any condition that might limit your ability to perform the job for which you are applying?

_____ Yes _____ No

If yes, describe the condition and how you can perform the job in spite of it.

3) How many days have you been absent from work in the past 5 years? _____ Days

4) If hired, you will be expected to work your scheduled days and hours. Will this be a problem?

_____ Yes _____ No

If yes, please explain _____

APPLICATION ACKNOWLEDGMENT:

I understand and agree that, if employed, I am an “employee-at-will” and I have the right to terminate my employment with or without cause or notice and the company reserves and may exercise this same right.

The information provided in this application is true and correct to the best of my knowledge. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation to continue my employment in the future.

If you decide to engage an investigation consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained, you must provided, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

I also acknowledge that if at any time during my employment (or during the application for employment process) I am subjected to any type of discrimination, including race, sex, age, religion, color, national origin, disability, marital status, or if I am subjected to any type of harassment, including sexual harassment, I agree immediately to contact the office of Factory Direct Craft Supply, Inc., in order to obtain assistance in the resolution of such matters.

I certify that the facts contained are true and complete. I understand that, if employed, falsified statements on this application shall be ground for dismissal.

Applicant Signature

Date