

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.

PERSONAL						
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		
When will you be able to begin work?		What hours are you available to work?		Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No		
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 of the legal age to work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				Have you used tobacco products within the past 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Other special training or skills (typing, computer experience, languages, etc.)						
Do you have any convictions as an adult? <input type="checkbox"/> Yes <input type="checkbox"/> No A conviction will not necessarily disqualify you from employment.					Driver's License No. State	

EDUCATION					
School	Name & Location of School	Course of Study	No. of Years Completed	Did You Graduate?	Degree or Diploma
College					
High					
Elementary					
Other					

I certify that all the information submitted by me on this application (3 pages total) is true and complete, and I agree that Factory Direct Craft Supply, Inc. shall not be liable in any respect if my application is rejected or my employment is terminated because of the falsity of statements, answers, omissions or misrepresentations made by me on this application.

In consideration of my employment, I agree to conform to the Company's rules and regulations, and I agree that my employment is at-will and is not for a stated period of time and I can be terminated, with or without cause, and with or without notice at any time, at either my or the Company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the Company. I understand that no Company representative, other than a corporate officer, and then only when in writing and signed by a corporate officer, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Date: _____ Signature: _____

EMPLOYMENT HISTORY (Please list most recent employer first)

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

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

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

Have you listed all of your past employers for the last 10 years? () yes () no. If not, please explain _____

REFERENCES (must be able to speak to your past job performance, work habits & skills)

Name	Phone	Business	Relationship	Years Acquainted
1.)				
2.)				
3.)				

Factory Direct Craft Supply, Inc. may contact all listed employers above except _____

Reason: _____

"I hereby authorize all other past employers to release any information, verbally or in writing, regarding my past employment with them, including job performance and related matters to any office of Factory Direct Craft Supply, Inc. I also understand Factory Direct Craft Supply, Inc. may obtain, through available public information, my motor vehicle driving record."

Date:

Signature:

PRODUCTION TEAM REQUIREMENTS

Explain how work experience has prepared you for a successful career at Factory Direct Craft Supply, Inc.

Explain your interest in working within an environment of teamwork and collaboration, and why your “attitudes and aptitudes” will make you fit with our organization.

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. _____

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