



JOB APPLICATION

Each section must be fully completed, even if you attach a resume | Applicants must be at least 19 years of age

PERSONAL INFORMATION

Applicant Name:				
Cell Phone Number:		Home Phone Number:		Email Address:
Address (Current):			City:	State: Zip:
Are you legally able to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you at least 19 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever worked for this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you willing to submit to a background check & drug test? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you currently working? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently a student? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been convicted of a felony or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please briefly explain:	

POSITION APPLYING FOR

Every position at Craft Station, Inc. is important. We need and hire all position types. Please check the option below that best describes what you are applying for:

<p>q Full-Time Long Term 30+ hours/week Growth opportunity to reach Position 06 See descriptions below</p>	<p>q Full-Time Short Term 30+ hours/week Growth opportunity to reach Position 03 See descriptions below</p>	<p>q Part-Time Long Term Less than 30 hours/week Growth opportunity to reach Position 04 See descriptions below</p>	<p>q Part-Time Short Term Less than 30 hours/week Growth opportunity to reach Position 03 See descriptions below</p>
<p>Position Descriptions & Growth Opportunities:</p>			
<p>01 TRAINEE – ALL NEW EMPLOYEES START AT THIS LEVEL</p> <ul style="list-style-type: none"> • Training to work as a Cashier <p>02 CASHIER</p> <ul style="list-style-type: none"> • Trains Trainees • Follows the weekly schedule put forth by the Store Manager and/or General Manager <p>03 INDEPENDENT CASHIER – previous leadership level plus:</p> <ul style="list-style-type: none"> • Opens and/or closes the store • Added responsibility levels as defined by Store Manager • Trains Cashiers on opening and/or closing and applicable added responsibility levels <p>04 ASSISTANT MANAGER – previous leadership level plus:</p> <ul style="list-style-type: none"> • Assist Store Manager in overall training of Trainee, Cashier, and Independent Cashier • Assist Store Manager in ordering inventory • Assist Store Manager with bookwork • Assist Store Manager with banking 		<p>05 STORE MANAGER – previous leadership level plus:</p> <ul style="list-style-type: none"> • Scheduling • Ordering core inventory • Store bookwork • Banking • Employee discipline • Merchandising the store • Makes oneself available to previous leadership levels • Assists General Manager in the new-hire interview process • Developing employees who can move up leadership levels <p>06 GENERAL MANAGER – previous leadership level plus:</p> <ul style="list-style-type: none"> • Staffing, training, and supervising Store Managers • Implementing the companies merchandising programs • Implementing cash and inventory control • Ensures day-to-day business activities that meet or exceed the vision and standards of the company: <ul style="list-style-type: none"> • Setting performance goals and objectives while monitoring results with upper management • A focus on employee moral • A focus on customer happiness • A focus on sales, profit & loss management 	

AVAILABILITY

Please check below when you are generally available to work:

SUN	MON	TUE	WED	THU	FRI	SAT
q Morning	q Morning	q Morning	q Morning	q Morning	q Morning	q Morning
q Afternoon	q Afternoon	q Afternoon	q Afternoon	q Afternoon	q Afternoon	q Afternoon
q Evening	q Evening	q Evening	q Evening	q Evening	q Evening	q Evening
q Not Available	q Not Available	q Not Available	q Not Available	q Not Available	q Not Available	q Not Available
Overnight Availability? Weekend Availability? Holiday Availability?						

EDUCATION - PLEASE LIST MOST CURRENT SCHOOL ATTENDED

School Name:	School Location:	Years Attended:	Degree Received:
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EMPLOYMENT HISTORY - PLEASE ONLY LIST ONES RELEVANT TO THIS JOB

Employer (1):	Job Title:	Dates Employed:
Employer Address:		Employer Phone:
Job Responsibilities:	Why did you leave?:	Supervisor Name:
Employer (2):	Job Title:	Dates Employed:
Employer Address:		Employer Phone:
Job Responsibilities:	Why did you leave?:	Supervisor Name:
Employer (3):	Job Title:	Dates Employed:
Employer Address:		Employer Phone:
Job Responsibilities:	Why did you leave?:	Supervisor Name:

REFERENCES - BUSINESS & PROFESSIONAL ONLY

Name (1):	Title:	Company:	Phone:
Name (2):	Title:	Company:	Phone:
Name (3):	Title:	Company:	Phone:

SIGNATURE DISCLAIMER

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated. Applications are active for 90 days. After 90 days if you wish to reapply a new application will need to be filled out.

ELECTRONIC SIGNATURE AGREEMENT

By typing your name below, you agree that this is your electronic signature and it has the same legal effect as a handwritten signature. You confirm that all information provided is true and complete.

Name (please print):	Signature:
Date:	