

COTTONWOOD

Meadowbrook Shopping Centre
2035 Barracks Road
Charlottesville, VA 22903
434-244-9975

www.cottonwoodquiltshop.com

Thank you for your interest in becoming part of the team at COTTONWOOD. It is our mission at COTTONWOOD to promote quilting, sewing, embroidery and related skills. We strive to offer our customers the best quality service, fabrics, tools, sewing machines; and to provide them with classes and special events to educate and inspire them. In accepting a position with us, this mission becomes yours.

Staff members must be available for work a minimum of 3 days per week to include weekdays, evenings, Saturday and Sunday. Staff members will participate in daily housekeeping duties, restocking, re-merchandising and product development of patterns and kits. Staff members must be able to assist customers and other team members with lifting/moving 40 – 50 lbs, the approximate weight of a packaged sewing machine or shared portion of a sewing cabinet, as well as product displays. Staff members must be prepared to stand/move about the shop approximately 8 hours per shift.

Staff members must be available for offsite development and product training, as well as, attend in-house staff trainings and meetings. Each staff member must possess as self-motivated desire to learn about new products, techniques and to develop skills needed to become proficient with the products and services we offer. Each staff member must have a passion for serving the customer, taking time to find the right product to interest them and answer their needs.

The key responsibility of each team member is to bring profit to the business through successful selling interaction and management of both tangible and human resources.

If you are ready to become part of our team and take on these responsibilities, please complete the attached application and return it to COTTONWOOD. Once we have an opportunity to review your application, we will set-up an interview meeting with you. Again, thank you for your interest in joining the team at COTTONWOOD.

COTTONWOOD
Application for Employment

PERSONAL INFORMATION

Name: _____ Date: _____

Days per week available to work: Mon Tues Wed Thur Fri Sat Sun All Days (circle)

Address: _____

City/State/Zip: _____ E-mail: _____

Home Phone: _____ Cell Phone: _____

EDUCATION

School/College: _____ Graduation Date: _____

EMPLOYMENT EXPERIENCE *Begin with most recent*

Employer: _____

Address: _____ City/State/Zip: _____

Position Held: _____ Start Date: _____ Term. Date: _____

Responsibilities: _____

May We Contact? Yes No

Employer: _____

Address: _____ City/State/Zip: _____

Position Held: _____ Start Date: _____ Term. Date: _____

Responsibilities: _____

May We Contact? Yes No

Employer: _____

Address: _____ City/State/Zip: _____

Position Held: _____ Start Date: _____ Term. Date: _____

Responsibilities: _____

May We Contact? Yes No

Experience/Skills (quilting, sewing, fiber arts, etc.): _____

Membership (guilds, quilting/sewing groups, etc.): _____

REFERENCES *Please furnish name, relationship, and phone number.* May we contact? YES NO

Professional: _____

Professional: _____

Personal: _____

Are you a U.S. citizen, or are you otherwise authorized to work in the U.S. without any restriction? Yes No

Have you ever been convicted of a felony? Yes No

If yes, please briefly explain: _____

I certify that the above information is true and complete to the best of my knowledge. I authorize you to make inquiries as may be necessary for an employment decision. I hereby release employers, schools and/or persons from all liability in responding to inquiries in connection with my application. In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____