

Always In Stitches

1808 East Conner Street, Noblesville IN 46060

317-776-4227

www.alwaysinstitches1.com

Current Job Opening

Work for a fun fiber retail shop where your time and efforts truly are valued!

If you...

- Are friendly, outgoing and enjoy meeting new people
- Can provide patient, helpful, and sincere customer service
- Enjoy working where new things happen daily
- Are detail oriented, organized, accurate and efficient
- Can multi-task in a fast-paced retail environment
- Are willing to self-direct and take initiative with problem solving
- Willing to become part of a manageable, cooperative, and hardworking team.
- Will show up to work on time when scheduled.
- Ready to work 32-40 hours per week.
- Like to be paid for Holidays and Vacations
- Like to receive a fair employee discount
- Like to receive a commissioned sales bonus each month

Always In Stitches seeks to provide outstanding service, education and products to inspire creativity. We make happy customers our priority and do all we can to keep them satisfied. If you want to be part of a company that leads with honesty, integrity, teamwork, and respect then please apply to work on our team. We currently have one job opening:

Retail Sales Associate Duties:

- Learn how to use the point-of-sale program on our computer
- Complete tasks on Job assignment sheets daily
- Price inventory as it is ready to be processed
- Be physically able to lift, rotate stock, rearrange displays and be on your feet most of the time
- Attend weekly Staff Meetings
- Open/Close Store using appropriate checklist, includes rotating schedule to clean restrooms and run sweeper in the shop

If you fit this description, please fill out the following application. Upon completing the application, you may return it to our shop by email to info@alwaysinstitches1.com or by snail mail to 1808 East Conner Street, Noblesville Indiana 46060. Upon review of your application, we will be in contact if we want to schedule an interview. Thank you for your consideration.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

					Date _____	
Name _____						
Last		First		Middle		Maiden
Present address _____						
Number		Street		City	State	Zip
How long _____				Social Security No. _____ - _____ - _____		
Telephone (____) _____				If under 18, please list age _____		

EMPLOYMENT DESIRED

Position applied for _____		Days/hours available to work: _____	
and salary desired _____		_____	
How many hours can you work weekly? _____		Can you work nights? _____	
Employment desired <input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME			
When are you available to start work? _____			

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Business or Trade School				
Professional or Graduate School				
Please describe other training, seminars, coursework, etc. that applies to the job.				

WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Did you complete this application yourself ☐ Yes ☐ No

If not, who did? _____

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

Have you ever been in the armed forces? ☐ Yes ☐ No

Specialty _____ Date Entered _____ Discharge Date _____

Are you now a member of the National Guard? ☐ Yes ☐ No

If hired, can you provide proof of U.S. citizenship ☐ Yes ☐ No

or proof of your legal right to live and work in this country?

Have you ever been employed with this company? ☐ Yes ☐ No

If yes, when? _____

Do you have any friends or relatives employed by this company? ☐ Yes ☐ No

If yes, please provide their names and relationship to you.

If hired, would you have a reliable means of transportation to and from work? ☐ Yes ☐ No

Are you able to perform the essential functions and duties ☐ Yes ☐ No

of the job for which you are applying?

If not, please describe the functions or duties you are unable to perform. _____

REFERENCES

Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

<p>Math Test: Please answer the following</p> <p>How many inches is in 1 yard? _____</p> <p>How many inches is in a $\frac{1}{4}$ yard? _____</p> <p>How many inches is in $\frac{3}{8}$ yard? _____</p> <p>$\frac{3}{4} + \frac{1}{2} =$ _____</p> <p>$\frac{1}{2} + \frac{1}{4} =$ _____</p> <p>$\frac{1}{8} + \frac{3}{4} =$ _____</p>	<p>Photo:</p>
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ADDITIONAL INFORMATION

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Signature of applicant _____ Date: _____

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.