**Always In Stitches**

1808 East Conner Street, Noblesville IN 46060

317-776-4227 www.alwaysinstitches1.com

**Seeking Special Events Coordinator**

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 fun to work with and a happy person
* 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
* Like organizing events and have creative ideas to make events fun
* Have awesome computer skills and are familiar with social media apps

**We offer…**

* Flexible work schedule with Sundays off
* A relaxed and fun work environment
* A generous merchandise discount
* Monthly sales goal bonuses
* Paid continuing education classes
* Happy, creative co-workers and management

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.

You may download the employment application from the home page of our website under the “About Us” tab. Upon completing the application you may return it to our shop by email to [info@alwaysinstitches1.com](mailto:info@alwaysinstitches1.com) or by fax to 317-776-4229 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.

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| 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  and salary desired | | | | Days/hours available to work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **How many hours can you work weekly? Can you work nights?** | | | | | | |
| **Employment desired ❑FULL-TIME ONLY ❑PART-TIME ONLY ❑FULL- OR PART-TIME** | | | | | | |
| **When are you available to start work?** | | | | | | |
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| 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.** |  | | | | | |

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| 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** | **Name of last supervisor** | **Employment dates** | | **Pay or salary** |
| **City, State, Zip  Phone number** |  | **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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| **Name of Employer  Address** | **Name of last supervisor** | **Employment dates** | | **Pay or salary** |
| **City, State, Zip  Phone number** |  | **From**  **To** | | **Start**  **Final** |
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| **Name of Employer  Address** | **Name of last supervisor** | **Employment dates** | | **Pay or salary** |
| **City, State, Zip  Phone number** |  | **From**  **To** | | **Start**  **Final** |
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| WORK EXPERIENCE | | | |
| **Name of Employer  Address** | **Name of last supervisor** | **Employment dates** | **Pay or salary** |
| **City, State, Zip  Phone number** |  | **From**  **To** | **Start**  **Final** |
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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?** | | | |

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| **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 ❑ Noof the job for which you are applying? | | | | |
| If not, please describe the functions or duties you are unable to perform. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
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| 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. | | | | | |
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| 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** | | |
| 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.** | | | | | |
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| 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. | | | | | |