



Spring Water Designs Quilting  
9691 Gerwig Lane Suite G  
Columbia MD 21046  
410-381-0695  
[www.springwaterdesigns.com](http://www.springwaterdesigns.com)

Before going through the application and interview process, we'd like to offer some information about employment at Spring Water Designs for you to consider.

At SWD we are committed to Customer Care, and fully realize that we exist only because of the continuing support of our customers and the quilting community. One of the ways we continue to support this commitment is through our hiring process. We are selective in looking for people who can share our enthusiasm and be a part of a team that is always working towards the same goal.

Please read through the following traits that we look for in every applicant we interview:

- Ability to work well with others and be a team player
- Customer Service driven and friendly
- Flexible to be able to shift gears or do what it takes to get the job done.
- Continuing interest in learning new techniques & skills.
- Willing to learn SWD equipment, processes and programs.
- Strong work ethic and honest. Self-motivated and willing to take on responsibilities
- General sewing and quilting experience required.

SWD Team Members need to be able to perform many tasks, and all staff members work the sales floor, and are expected to perform any of the following tasks on any given day:

Work the Sales Floor, cutting table, and point of sale system to check out customers making purchases. Assisting customers selecting fabrics and with all sales throughout the shop. Work the HQ Room with our HQ Longarm Renters. Cut Fat Quarters, Bundles & Quilt Kits as needed. Conduct Demos and educational instruction. Straighten and perform shop cleaning tasks that may include dusting, vacuuming/mopping and clean up as needed throughout the shop, bathroom and kitchen areas. Sew, quilt or bind customer quilts, and quilt samples that the shop will own during shop hours. Make occasional shop samples that the staff member can keep when the shop is finished with the sample (see SWD Staff Sample Making Contract upon employment for details)

Basic knowledge of quilting techniques and notions is expected. Staff must be able to figure project yardages for customers, and measure and cut fabric with precision, and pay close attention to details when checking inventory and/or making kits and samples.

This position involves standing for several hours at a time. Individuals need to be able to lift 40 pounds and move it at least 40 feet unaided.

All of our staff are required to work occasional evenings and regular weekends. There are special events that occur throughout the year that need extra staffing and everyone is expected to pitch in.

**If after reading the above information, you are interested in applying for a position at Spring Water Designs, please fill out the attached Employment Application and return it to our office. You will be contacted when we are scheduling interviews.**



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## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

What days of the week are you available to work? \_\_\_\_\_

Position Applying for & Desired Salary: \_\_\_\_\_

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### Previous Employment – List Most Relevant Job Experience

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

### Quilting Experience

Can you bind a quilt?

Have you ever taught a quilting class?

Share any quilting experience you want us to know about:

### Disclaimer and Signature

*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 release.*

*I further understand that filing of this application implies no promises of employment.*

*If hired, I agree to conform to the employment rules and regulations of Spring Water Designs and understand that my employment and compensation can be terminated with or without cause or notice at any time at the option of Spring Water Designs or myself.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_