

# JK Quilts Employment Application

## PERSONAL INFORMATION

	Date _____
Name _____	
Last	First
Middle	Maiden
Present address _____	
Number	Street
City	State
Zip	
How long _____	
Telephone (____) _____	If under 18, please list age _____

## EMPLOYMENT DESIRED

Position applied for _____
Days/hours available to work: _____
How many hours can you work weekly? _____
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 may apply to the job.				

## RELEVANT SKILLS

List your skills such as long arm quilting, teaching classes, designing patterns, making and editing videos for online viewing, technical skills	
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## WORK EXPERIENCE

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.			

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?

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

### Work at JK Quilts often involves:

- Standing for long periods of time
- Repeated carrying and lifting of fabric, which can be heavy
- Basic cleaning, dusting and mopping

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. \_\_\_\_\_

\_\_\_\_\_

**Why do you want to work with us at JK Quilts?** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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.

<b>Name</b>		<b>Occupation</b>
<b>Company name</b>	<b>Address</b>	
<b>Telephone</b>	<b>E-mail</b>	<b>Years acquainted</b>

<b>Name</b>		<b>Occupation</b>
<b>Company name</b>	<b>Address</b>	
<b>Telephone</b>	<b>E-mail</b>	<b>Years acquainted</b>

**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.


I certify that all the information provided is accurate and complete to the best of my knowledge.

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 working with us at JK Quilts.**