



Quilter's Cupboard

706 SW 3rd Street

Ankeny, IA 50023

515-963-8758

www.quilterscupboardiowa.com

## Application for Employment

Today's Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Are you a U.S. citizen or otherwise authorized to work in the United States on an unrestricted basis?  
(You may be required to provide documentation:  Yes  No

What type of work are you looking for:  Full Time  Part Time How many hours per week: \_\_\_\_\_

What days are you available to work: \_\_\_\_\_

### Employment Desired

Position applied for: \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_

Have you ever applied for employment here:  Yes  No When? \_\_\_\_\_

Are you presently employed:  Yes  No

May we contact your present employer?  Yes  No

Date you can start: \_\_\_\_\_

Do you have any quilting/sewing experience  Yes  No

Please Describe: \_\_\_\_\_

Do you have any experience with Microsoft Office  Yes  No

Please Describe: \_\_\_\_\_

Do you have any sales experience  Yes  No

Please Describe: \_\_\_\_\_

**Education**

	School Name & Location	Year	Major	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Post College	_____	_____	_____	_____
Other:	_____	_____	_____	_____

In addition to your work history, are there other skills, qualifications, or experiences that we should consider? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employment History (start with most recent employer)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Starting Position: \_\_\_\_\_  
Date ended: \_\_\_\_\_ Ending Wage: \_\_\_\_\_ Ending Position: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Starting Position: \_\_\_\_\_  
Date ended: \_\_\_\_\_ Ending Wage: \_\_\_\_\_ Ending Position: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Date Started: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Starting Position: \_\_\_\_\_

Date ended: \_\_\_\_\_ Ending Wage: \_\_\_\_\_ Ending Position: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ May we contact?  Yes  No

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

Reason For Leaving: \_\_\_\_\_

**References**

List three personal references, not related to you, who have known you for more than one year

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_

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

**Any additional information that we should consider:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please Read Before Signing:**

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application.

In the even of any employment with this company, I will comply with all the rules and regulations as set by the company in any communication distributed to the employees.

I understand that employment at this company is “at will,” which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

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