

Hot Pots Pottery
1828 West State Street
Alliance, Ohio 44601
330-823-3333



Application for Employment

An equal opportunity employer

Date _____

Name _____ Phone(____)____ - _____
Address _____ City _____ State _____
Email _____

*Are you 18 years or older? Yes / No

* Date you can start? _____

* Desired Salary? _____

*Have you ever been known by another name? Yes/ No
If yes, please list name(s) _____

*Have you ever been convicted of a felony crime? Yes/ No
If yes, please explain _____

*Are you related to anyone we currently employ? Yes / No
If so, who? _____

* Can you perform the essential functions of the position for which you're applying with or without reasonable accommodations? Yes / No

* What was your reason for leaving your previous employer? _____

*** Do you have reliable to get to and from work? Yes / No**

* What skills/ experience can you bring to Hot Pots? _____

* What is your definition of excellent customer service?

*What type of activities would you like to do if you are hired at Hot Pots?

* Are there any accomplishments of which you are especially proud?

Employment History

List all employment including Military service, self-employment, and account for all periods of unemployment

Present Employer	Supervisor	Phone #	From/ To	Starting Salary	Ending Salary

Address: _____ Reason for Leaving? _____

State _____ Zip _____ May we contact your supervisor? Yes / No _____

Responsibilities: _____

Past/ Present Employer	Supervisor	Phone #	From/ To	Starting Salary	Ending Salary

Address: _____ Reason for Leaving? _____

State _____ Zip _____ May we contact your supervisor? Yes / No _____

Responsibilities: _____

Past/ Present Employer	Supervisor	Phone #	From/ To	Starting Salary	Ending Salary

Address: _____ Reason for Leaving? _____

State _____ Zip _____ May we contact your supervisor? Yes / No _____

Responsibilities:

References

Give three people not related to you that you have known for more than one year

Name	Address	State	Zip	Phone	Years known

Name	Address	State	Zip	Phone	Years known

Name	Address	State	Zip	Phone	Years known

Referral

How did you find out about us? If you were referred b one of our customers, be sure to list their name and phone number so we can thank them!

Availability

List times when you can work.

Sunday	Monday	Tuesday	Wednesda y	Thursday	Friday	Saturday

Please list any dates in the next three months that you are unavailable to work

Education History

	Name and location of school	Years Attended	Did you Graduate?	Subjects Studied
Elementary				
High School				
College				
Other				

****Please attach a personal statement telling us why you would like to work at Hot Pots Pottery. Why would you be an asset to our team? Please be as thorough and as creative as you can. Don't feel limited to writing and essay!****

Release and Authorization

I do hereby authorize Hot Pots Pottery, LLC and their agents to conduct an investigation into my background and qualifications. Such investigations include, but are not limited to, obtaining reports from credit reporting agencies, courts, corporations, companies, individuals, educational institutions, and government agencies. I hereby release all parties and Hot Pots from liability arising from such an investigation. I hereby authorize my former employer to release to hot pots and their agents any personal information and records, favorable or otherwise, which my employer has kept regarding my employment, including my work performance. I understand that Hot Pots may retain photocopies of my records for its files, whether I am offered employment or not. I hereby release all parties, including my former employer and Hot Pots from any liability arising from the release, review and retention of any records pertaining to me. I acknowledge that Hot Pots and their agents reserve the right to investigate the correctness of information in such reports concerning me. I understand that Hot Pots and their agents may rely on and base its employment decisions solely upon information contained in such reports I release/ I further release Hot Pots and their agents harmless from any liability arising from their reliance upon any information obtained from any source. If I am hired I agree that my employment and compensation can be terminated with or without cause and without notice at any time, at any time I am employed at hot pots. I agree to submit to a preliminary or to a random drug test prior to my employment or at any time I am employed at Hot Pots. I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

Signature of Applicant _____
Date _____