

# **Applicant Information Sheet**

Thank you for your interest in employment at our studio. This letter will answer most questions you may have regarding our employment process.

## **1. THIS APPLICATION MUST BE FILLED OUT BY HAND BY THE APPLICANT!**

2. Please take the time to complete your application fully and accurately in blue or black ink, even if you are submitting a resume.

3. Information about the status of your application is confidential and cannot be released.

4. Your application will be reviewed and you will be considered for all current job openings for the next 90 days. Only one application is necessary for this 90-day period.

5. Only those applicants who are the most qualified for each job opening are contacted to arrange interviews.

6. If you are not contacted for an interview within 90 days, another application should be completed if you wish to maintain your interest in employment with us.

7. Applicants hired are expected to comply with the company no-smoking and drug-free policy.

8. Applicants hired must provide authentic documentation of identification and work authorization on their first day of work.

We are proud to be a drug and alcohol free workplace. Screening tests for illegal drug use may be required as a condition of employment.

**THANK YOU FOR COMPLETING OUR JOB APPLICATION.  
PLEASE TAKE THIS INFORMATION SHEET WITH YOU.**

OFFICIAL ON THE POT EMPLOYEE APPLICATION

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

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Preferred Pronouns: \_\_\_\_\_

Are you at least 15 years old?    YES    NO

Highest level of education completed:

\_\_\_\_\_

Have you ever been convicted of a felony?    YES    NO

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

Are you currently employed?    YES    NO

If yes, where? \_\_\_\_\_

When could you start? \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Emergency Contact Phone number: \_\_\_\_\_

**Previous Employment:**

	Business Name	Start Date	End Date	Pay	Reason for Leaving
1					
2					
3					

**2. May we contact your previous employers? Y N**

If yes, please list their name and number: \_\_\_\_\_

**Why would you like to work at ON THE POT?**

**What qualities will you bring to ON THE POT?**

**Tell about a time when you have had to deal with a difficult person. How did you handle it?**

**I have never made a peanut butter and jelly sandwich. Please give me directions in how to do it best.**