



EMPLOYMENT APPLICATION

Date

APPLICANT INFORMATION

Last Name	First	M.I.
Street Address		
City	State	Zip
Phone	Email address	
Date Available	Preferred Hours	
Position (s) applied for		
How did you hear about us?		
Can you provide proof you are eligible to work in the U.S.?	Yes ☐	No ☐
Are you less than 18 years of age?	Yes ☐	No ☐
Have you ever worked for the company?	Yes ☐	No ☐
If yes, please list job title and dates of employment:		
Have you ever applied to the company?	Yes ☐	No ☐
If yes, please list dates and positions applied for:		
Have you ever been convicted of a felony?	Yes ☐	No ☐
<i>A conviction does not necessarily disqualify an applicant for employment.</i>		
If yes, please explain:		

EDUCATION

High School				
Did you graduate?	Yes ☐	No ☐		
College	Degree			
Did you graduate?	Yes ☐	No ☐		
Other	Degree			
Did you graduate?	Yes ☐	No ☐		

REFERENCES

Please list three (3) professional references.	
Name	Relationship
Company	Phone
Name	Relationship
Company	Phone
Name	Relationship
Company	Phone

EMPLOYMENT HISTORY

Please fill out this section completely, even if a resume is attached.

Company	Phone
Address	Supervisor
Job Title	Pay
Responsibilities	
Dates of employment	Reason for leaving
May we contact this supervisor for a reference?	
Company	Phone
Address	Supervisor
Job Title	Pay
Responsibilities	
Dates of employment	Reason for leaving
May we contact this supervisor for a reference?	
Company	Phone
Address	Supervisor
Job Title	Pay
Responsibilities	
Dates of employment	Reason for leaving
May we contact this supervisor for a reference?	

DISCLAIMER AND SIGNATURE

I certify that all information provided on this application is true and complete. I understand that false or misleading information on this application may result in my removal from consideration for employment or dismissal from employment if I have been employed. I understand that all of the information provided on this application is subject to verification. I authorize and consent that any person, reference, current and/or past employer and school can provide information that will be relevant in making a hiring decision, and I release all such persons from legal liability.

If hired, I agree to work safely and abide by all Company policies, procedures and rules. I understand that this document and/or any employment related information does not constitute an employment contract. If hired, I understand that my employment with the company is not for a set time, and that it is employment at-will and can thus be terminated by the employer or employee, with or without cause, at any time.

I have read, understand, and agree to these terms:

Signature _____

Date _____

Williamsburg Pottery Factory, Inc. is an equal opportunity employer and does not discriminate against any individual in any phase of employment on the basis of any legally protected status under applicable law. If needed, please request accommodation in order to complete this application.