



## Employment Application Form

Please print all information requested except for signature.  
Incomplete applications will not be considered.

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
First Middle (Maiden) Last

**Address** \_\_\_\_\_  
Number Street City State Zip

**How long at this address?** \_\_\_\_\_

**Telephone** (\_\_\_\_) \_\_\_\_\_ **Email** \_\_\_\_\_

**Position(s) applied for** \_\_\_\_\_ **Salary desired** \_\_\_\_\_  
(Studio Staff, Studio Manager, Wheel Instructor)

**Availability:**

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_  
 Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_  
 Sunday \_\_\_\_\_ No Preference \_\_\_\_\_

**All staff must be available to work weekend shifts.**

**How many hours would you prefer to work per week?** \_\_\_\_\_ - \_\_\_\_\_.  
min max

**Are you available to work evenings 6-9pm?** \_\_\_\_\_ **When are you available to start training?** \_\_\_\_\_

**Please list any dates in the next 3 months that you are unable to work:** \_\_\_\_\_

**When are you available for an interview? Please list a few dates:** \_\_\_\_\_

### Education

School Type	Name of School	Location/ City/ State	Number of Years Completed	Major/ Degree Completed
High School				
College				
Trade School				
Professional School				

**Have you ever been convicted of a crime? [ ] No [ ] Yes**

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. \_\_\_\_\_

## Work Experience

Please list your work experience for the past five years beginning with your most recent job held.  
If you were self employed, give firm name. Attach additional sheets if necessary.

Name of Employer	Name of last supervisor	
Address	Last Job Title	
City, State, Zip	Employment Dates: From: To:	Pay or Salary Start: End:
Phone Number		
Reason for leaving (be specific):		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked for this company:		

Name of Employer	Name of last supervisor	
Address	Last Job Title	
City, State, Zip	Employment Dates: From: To:	Pay or Salary Start: End:
Phone Number		
Reason for leaving (be specific):		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked for this company:		

**May we contact your present employer?  Yes  No**

**Did you complete this application yourself?  Yes  No**

If not, who did? \_\_\_\_\_

**Do you have a current drivers license?  Yes  No**

Please list two references other than relatives or previous employers:

<b>Name</b>	<b>Name</b>
<b>Position</b>	<b>Position</b>
<b>Company</b>	<b>Company</b>
<b>Address</b>	<b>Address</b>
<b>Phone</b>	<b>Phone</b>

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: \_\_\_\_\_

Have you ever been employed by this studio/company? **YES** **NO**  
 If yes, list location and dates: \_\_\_\_\_

Are you related to anyone in our employ? **YES** **NO**  
 If yes, list name and location: \_\_\_\_\_

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

Do you have reliable transportation to get to and from work? **YES** **NO**

Why would you consider leaving your current employer? \_\_\_\_\_

Why choose our studio? \_\_\_\_\_

What skills/experience do you bring us? \_\_\_\_\_

What is your definition of an excellent customer experience? \_\_\_\_\_

Are there any accomplishments of which you are especially proud? \_\_\_\_\_

Please check the activities you are have experience with:

- Glazing Pottery*
- Loading a Kiln*
- Kid's Parties*
- Trimming Pots*
- Using a POS system*
- Teaching Classes*
- Sales*
- Cleaning*
- Organizing*
- Pottery Wheels*
- Hand building*

Other: \_\_\_\_\_

Do you consider yourself a "people-person?"	YES	NO
Would you consider yourself outgoing?	YES	NO
Do you work well with kids?	YES	NO
Have you ever worked in retail?	YES	NO
If yes, were you trained to use a Point of Sale system/cash register?	YES	NO
Have you ever taught pottery wheel lessons?	YES	NO
Have you ever been to one of our studios?	YES	NO
If so, what did you make? _____		
_____		
Would you consider yourself an Artist?	YES	NO
Please explain why or why not: _____		
_____		
What types of duties or activities would you be interested in doing if hired at The Muddy Pig? _____		
_____		

**\*Important\***

**\*If you are interested in being a pottery wheel instructor, please attach some examples of your work.**

## APPLICATION FORM WAIVER

In exchange for the consideration of my job application by The Muddy Pig, LLC (hereinafter called 'the Company'), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of The Muddy Pig, LLC, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President/General Manager of the Company. Both the undersigned and The Muddy Pig, LLC, may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references and others, and hereby release the Company from any liability as a result of such contract. I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party.

Signature of application \_\_\_\_\_ Date: \_\_\_\_\_

This Company is an equal 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 in our business.

Please note that incomplete applications will not be eligible for consideration.

If submitting online, please attach and send to [hello@muddypigstudio.com](mailto:hello@muddypigstudio.com) with any additional documents or pictures.

### **The Muddy Pig Pottery Wheel Studio**

Pleasant Ridge Town Center  
11525 Cantrell Road Suite #912  
Little Rock, AR 72212