EMPLOYMENT APPLICATION

SeamstersHQ

Position Applying For: _____ Date: _____

PERSONAL INFORMATION

Full Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____ Email Address: _____

Preferred Method of Contact: ☐ Phone ☐ Text ☐ Email

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Are you at least 18 years old? ☐ Yes ☐ No

Have you ever worked for this company before? ☐ Yes ☐ No

If yes, when? _____

Do you have reliable transportation? ☐ Yes ☐ No

POSITION INFORMATION

Position Desired:

☐ Sales Associate

☐ Sewing Machine Sales Specialist

☐ Fabric & Notions Associate

☐ Sewing / Embroidery Instructor

☐ Sewing Machine Repair Technician

☐ Cashier

☐ Inventory / Stock Associate

☐ Other: _____

Desired Employment Type: ☐ Full-Time ☐ Part-Time ☐ Seasonal ☐ Temporary

Date Available to Start: _____ Desired Pay Rate: _____

AVAILABILITY

Day	Available?		Hours Available
Monday	☐ Yes	☐ No	
Tuesday	☐ Yes	☐ No	
Wednesday	☐ Yes	☐ No	
Thursday	☐ Yes	☐ No	
Friday	☐ Yes	☐ No	
Saturday	☐ Yes	☐ No	
Sunday	☐ Yes	☐ No	

Willing to work evenings? ☐ Yes ☐ No Willing to work weekends? ☐ Yes ☐ No

EMPLOYMENT APPLICATION

SeamstersHQ — Continued

EDUCATION

High School

School Name:

City/State: Graduated? ☐ Yes ☐ No

College / Trade School

School Name:

Field of Study:

Degree/Certificate: Graduated? ☐ Yes ☐ No

Other Relevant Training, Certifications, or Courses

EXPERIENCE WITH SEWING, EMBROIDERY & CRAFTS

Please check all that apply:

	Beginner	Intermediate	Advanced	Professional
Sewing	☐	☐	☐	☐
Embroidery Machines	☐	☐	☐	☐
Quilting	☐	☐	☐	☐
Sergers	☐	☐	☐	☐
Sewing Machine Maintenance	☐	☐	☐	☐
Sewing Machine Repair	☐	☐	☐	☐
Teaching Sewing or Craft Classes	☐	☐	☐	☐

Describe your sewing, embroidery, quilting, machine repair, teaching, or related experience:

CUSTOMER SERVICE & RETAIL SKILLS

Check any experience you have:

- ☐ Retail Sales
- ☐ Product Demonstrations
- ☐ Online Sales
- ☐ Receiving Shipments
- ☐ Sewing Machine Sales
- ☐ Cash Register/POS Systems
- ☐ Teaching Classes
- ☐ Social Media Marketing
- ☐ Scheduling Appointments
- ☐ Fabric Cutting
- ☐ Inventory Management
- ☐ Customer Service
- ☐ Merchandising Displays
- ☐ Sewing Machine Repair
- ☐ None of the Above

Working with any Philanthropic Causes?

Would you like to? Yes ☐ No ☐

Causes?

EMPLOYMENT APPLICATION

SeamstersHQ — Continued

EMPLOYMENT HISTORY

Employer #1

Company Name:

Position Held: Dates Employed:

Supervisor: Phone:

Reason for Leaving:

Duties and Responsibilities:

Employer #2

Company Name:

Position Held: Dates Employed:

Supervisor: Phone:

Reason for Leaving:

Duties and Responsibilities:

Employer #3

Company Name:

Position Held: Dates Employed:

Supervisor: Phone:

Reason for Leaving:

Duties and Responsibilities:

Veteran Status

Served ☐ Serving ☐

EMPLOYMENT APPLICATION

SeamstersHQ — Continued

REFERENCES

Reference #1

Name: Relationship:

Phone: Email:

Reference #2

Name: Relationship:

Phone: Email:

Reference #3

Name: Relationship:

Phone: Email:

ADDITIONAL INFORMATION

Why would you like to work for our company?

What strengths would you bring to our team?

APPLICANT CERTIFICATION

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation may result in the rejection of my application or termination of employment if hired. I authorize the investigation of all statements contained in this application and authorize previous employers and references to provide information concerning my employment history and qualifications.

Applicant Signature: Date:

FOR COMPANY USE ONLY

Interview Date: Interviewer:

Position Offered: Start Date:

Hourly Rate / Salary:

Notes: