

Pre-employment Questionnaire

An equal opportunity employer

NAME _____

ADDRESS _____

S.S.# _____

*ARE YOU 18 YEARS OR OLDER? YES NO

*PHONE _____

*DATE YOU CAN START _____ SALARY

DESIRED _____

*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 IN OUR EMPLOY? YES NO

If yes, list name &

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?

*WHAT SKILLS/EXPERIENCE DO YOU BRING TO HOT POTS?

*WHAT IS YOUR DEFINITION OF EXCELLENT CUSTOMER SERVICE?

*ARE THERE ANY ACCOMPLISHMENTS OF WHICH YOU'RE ESPECIALLY PROUD?

*WHAT TYPE OF ACTIVITIES WOULD YOU LIKE TO DO IF YOU ARE HIRED AT HOT POTS?

EMPLOYMENT HISTORY

*LIST ALL EMPLOYMENT INCLUDING MILITARY SERVICE AND SELF-EMPLOYMENT
(Account for all periods of unemployment)

*MAY WE CONTACT YOUR SUPERVISORS? YES NO
IF NO, PLEASE
EXPLAIN _____

Present Employer	Supervisor	From (month, year)
Address State Zip	Reason for Leaving	To (month, year)
Phone Number	Responsibilities	Starting Salary Ending Salary

<u>Name of Employer</u>	Supervisor	From (month, year)
Address State Zip	Reason for Leaving	To (month, year)
Phone Number	Responsibilities	Starting Salary Ending Salary

<u>Name of Employer</u>	Supervisor	From (month, year)
Address State Zip	Reason for Leaving	To (month, year)
Phone Number	Responsibilities	Starting Salary Ending Salary

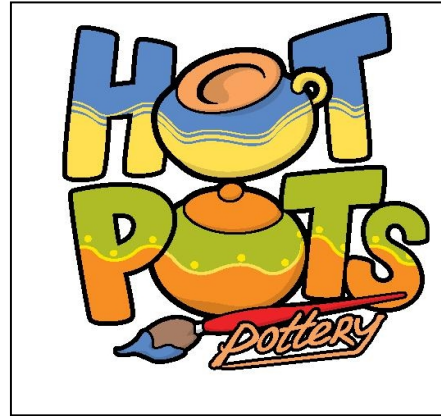
REFERENCES

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

Name	Address	Phone	Years known
------	---------	-------	-------------

REFERAL

How did you find out about us? If you were referred our customers, please be sure to list their name and phone number thank them!



by one of
so we can

AVAILABILITY

Please List The Times You Are Available To Work

Sunday Monday Tuesday **Wed.** Thursday Friday Saturday

Please list any dates in the next three months in which you are unable to work

EDUCATION HISTORY

Name and Location of School	Years Attended	Did you Graduate	Subjects Studied
Elementary School			
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 an essay!****

Release and Authorization

I 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 personnel information and records, favorable and 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 the option of Hot Pots. I agree to submit to a preliminary or to random drug testing prior to my employment or at anytime I am employed by 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**
