

Midnight Potter Studios LLC dba Clay Art Space

5861 Arctic Blvd. Ste. D
Anchorage, AK 99518
Phone 907-563-2529 (CLAY)

Application for Employment

Application Date	Social Security Number	Position Applying For
Last Name	First Name & Initial	Preferred Name
Home Phone	Cell Phone	Message Phone
Mailing Address	City, State	Zip Code
Physical Address	City, State	Zip Code
Are you 18 or older? (circle) Y N	Email Address	Do you smoke or chew tobacco products or Vape? Y N
Do you have a valid Driver's License and transportation? Y N License Number: _____	Have you ever been fired, suspended, or resigned for cause? Y N	Reason for Cause:

SKILLS (Please check all that apply)

___ Typing (WPM _____)	___ Filing	___ Calculator/10 Key _____	___ Cash Register
___ Website Development	___ Inventory Control	___ PYOP/Pottery Making	___ Customer Service
___ Computer: List programs you are familiar with.			
Specialized Training / Certificates / Skill you have earned.			
Do you have any physical / mental conditions or injuries that would limit your abilities?			

EDUCATION

	Degree / Diploma / Certification Received with Name & Location of School Attended	Number of Years Attended	Did you Graduate? & Year Graduated
High School / GED			
College / University			
Technical School			
Any Other Certificates / Licenses			

Please Note: Before employment you will be asked to complete an I-9 form and present identifying documents for employment verification to work in the United States of America. You will also have to complete an Alaska Background Check and obtain an Interested Persons report from the Alaska State Troopers office in Anchorage.

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EMPLOYMENT HISTORY

Employment Dates	Employer	Job Title / Description
From	Name	Job Title
To	Address	Job Description
Supervisor Name	City / St / Zip Code	
Phone / Cell	Reason for Leaving	

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PERSONAL REFERENCES

Name _____ Phone Number () _____ - _____
 Address _____
 Relationship _____

Name _____ Phone Number () _____ - _____
 Address _____
 Relationship _____

EMERGENCY CONTACT

Name _____ Phone Number () _____ - _____
 Address _____ Cell Number () _____ - _____
 Relationship _____

Please read before signing:

I am applying for a position with Midnight Potter Studios LLC dba Clay Art Space.
 I am requesting and authorizing all past employers to release all information requested by Midnight Potter Studios LLC dba Clay Art Space regarding my employment record.
 I hereby release you and any individual connected herewith from all liability or damage incurred by furnishing such information.
 I understand that submitting this application does not imply that I will be employed.
 I certify all statements made by me on this application are true and complete to the best of my knowledge and I have withheld nothing that would, if disclosed, unfavorably affect this application.

Signature of Applicant

Date

Fill in by hand, scan to a file, and email as an attachment to sales@clayartspace.com or drop off at the studio during open hours.