

The Artful Potter
PRE-EMPLOYMENT QUESTIONNAIRE
An Equal Opportunity Employer

Date _____

Name (Last, First)		Social Security Number
Current Address (City , State, Zip)		
Permanent Address		
Phone Number		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 _____

HAVE YOU EVER BEEN EMPLOYED BY THE ARTFUL POTTER? YES NO

If yes, list location & dates _____

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? _____

WHY CHOOSE THE ARTFUL POTTER? _____

WHAT SKILLS/EXPERIENCE DO YOU BRING TO THE ARTFUL POTTER? _____

WHAT IS YOUR DEFINITION OF EXCELLENT CUSTOMER SERVICE? _____

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

AVAILABILITY

Please List The Times You Are Available To Work

Sunday	Monday	Tuesday	Wednesday	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
Grammar School				
High School				
College				
Other				

EMPLOYMENT HISTORY

LIST ALL EMPLOYMENT INCLUDING MILITARY SERVICE AND SELF-EMPLOYMENT

(Account for all periods of unemployment)

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

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

Name of Employer	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	Business	Years known

Release and Authorization

I hereby authorize The Artful Potter 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 The Artful Potter from liability arising from such an investigation. I hereby authorize my former employer to release to The Artful Potter 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 The Artful Potter 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 The Artful Potter from any liability arising from the release, review and retention of any records pertaining to me. I acknowledge that The Artful Potter and their agents reserve the right to investigate the correctness of information in such reports concerning me. I understand that The Artful Potter and their agents may rely on and base its employment decisions solely upon information contained in such reports I release. I further release The Artful Potter 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 The Artful Potter.

Signature of Applicant _____ **Date** _____