



Receptionist/Marketing Assistant Employment Application

Last Name _____ First Name _____ Date _____

Have you ever used another name? _____ Are you over 18? _____

Street Address _____ City _____ State _____

Zip Code _____ Home Phone _____ Cell Phone _____

Email Address (print) _____

Why do you want to work at Heart and Soul? _____

What is your desired rate of pay? _____

How many hours per week do you desire? _____ When can you start? _____

Have you ever been convicted of a crime that has not been expunged by the court, other than a minor traffic offense? Yes No *Answering, "Yes" does not constitute an automatic bar to employment. Such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.*

If yes, please provide details (*dates and location for all convictions*) _____

Education

| School Name & Location | Course of Study | No. of Years Completed | Did You Graduate? |
|------------------------|-----------------|------------------------|-------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Work Availability:

| Times | Mon. | Tues. | Wed. | Thur. | Fri. | Sat. | Sun. |
|------------------------|-------------|--------------|-------------|--------------|-------------|-------------|-------------|
| 8:30am - 1:00pm | | | | | | | |
| 1:00pm - 9:00pm | | | | | | | |

Why would these hours work for you? _____

Have you ever been dismissed from employment or laid off? _____ If yes, why? _____

If employed, can you submit verification of your right to work in the United States? _____

Circle areas you are currently certified in: **First Aid Certification** **CPR Certification**

Other certifications? _____

Please list any job-related organizations; professional clubs, societies or associations to which you belong. *You may omit any that indicate your race, religion, national origin, sex, age, ancestry, etc...*

Occasionally you may be asked to fill in for another receptionist or take on extra office hours on your day off. Do you foresee any problems with this? _____

FORMER EMPLOYERS & EXPERIENCE List the last three employers, starting with the most recent one first. If you do not have former employers, please provide three professional and/or character references.

| Date Month/Year | Business Name | Business Phone No. | Salary or Hourly Rate | Position | Reason for Leaving |
|----------------------------|--------------------------|-------------------------------|----------------------------------|-----------------|-------------------------------|
| From | | | | | |
| To | | | | | |
| From | | | | | |
| To | | | | | |
| From | | | | | |
| To | | | | | |

If currently employed, may we contact your current employer? _____

Are you proficient in Microsoft Word and Excel? _____

Are you familiar with Mac computers? _____

Are you familiar with graphic design (i.e. flyers, videos, brochures, etc.) _____

What Marketing experience do you have? _____

What characteristics do you have that would make you a valuable employee to have on staff? _____

Please describe how you would handle an irate parent. _____

It is a slow day and you notice that you have some free time. What do you do with that time? _____

What do you think is the most important goal to achieve in a business such as this? _____

"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.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and with cause."

Realizing this is a business of children, I understand that by signing this I am allowing Heart and Soul Kids Activity Center to perform various background checks.

Signature

Date