

Willow Street Pictures

APPLICATION FOR EMPLOYMENT

*Please rate yourself on a scale of **1 through 10** for how similar these qualities are to your personality. (**1-you NEVER have this quality, 10-you ALWAYS have this quality**)*

___ **RADIATE ENERGY.** The #1 characteristic of enthusiastic people is their ability to radiate positive energy. When you walk into a room, heads turn and people gather. Your smile lights up a room. Your power comes from within.

___ **CURIOUS AND INTERESTED** in life. You ask a lot of questions and explore what interests you. You love learning and live in a state of wonder, surprise, and delight.

___ **FOCUS ON THE GOOD** (even when things are bad). You emphasize what you can do rather than what you can't do. You look for the gift in difficulties and live life with gratitude.

___ **FEEL DEEPLY AND LAUGH OFTEN.** Laughter helps you keep things in perspective and just as you are open to joy, you also allow tears. You show compassion for life's difficulties and use humor to help yourself and others through tough times.

___ **DO SOMETHING THEY LOVE** every day, no matter how small. You are passionate about your work, hobbies, craft, or the sports you play and it shows.

___ **BE ORGANIZED.** You are organized so you can enjoy your day. An organized life is your way of getting rid of distractions so you can focus on what matters most to you.

___ **EXPECT TO FAIL.** You understand people fall off the organized wagon. No one is organized in every aspect of their life, every day of their life. You accept this as part of the process and simply start again. You understand that everyone is human.

___ **FOLLOW A ROUTINE.** Organized people have routines worked into their days to take care of the boring, repetitive, and/or undesirable tasks. At the end of a workday, your desk is cleared, tomorrow's calendar and to-do lists are reviewed, and your desk is set so it is ready to go the next morning so work can begin immediately.

___ **DO YOUR PART.** Organized people tend to see that they are part of a unit or team instead of a lone wolf. If you share a workspace with someone, you know you have responsibilities like cleaning, caring, and maintaining your area simply because you work there. You try not to make extra work for other people and do what has been assigned to you. Or, if you are in charge of assigning work, you know that everyone involved has a stake in the project and thus make sure everyone has responsibilities reflecting their abilities to contribute.

___ **STAY ON TRACK.** It's important to you to make sure that those around you understand your priorities. You can distinguish between what is urgent and what is important. You keep track of your progress and give yourself deadlines.

There are multiple paths to a happy and fulfilled life, however being enthusiastic and organized is our company culture and it's what we look for when hiring a new member for our creative team.

If the above qualities match your personality, we would like to hear from you! Kindly complete the application below and email to career@willowstreetpictures.com

NOTE: We will only consider fully completed applications for review.

Position Desired: _____ [] Part time [] Full time Date _____

Name _____
 (Print) Last First Middle

Present Address _____ How long have you lived there? _____
 Street and Number City State Zip Code Years Months

Previous Address _____ How long did you live there? _____
 Street and Number City State Zip Code Years Months

Telephone No. _____ Social Security No. _____

Email _____ @ _____.

Have you ever worked for this Company before? [] Yes [] No

If Yes, please give dates and position: _____

Have you ever pled guilty or "no contest" to, or been convicted of, a misdemeanor or felony? [] Yes [] No

If Yes, please give the date(s) and details: _____

Have you been arrested for any matters for which you are out on bail or on your own recognizance pending trial?

[] Yes [] No

If yes please give the date(s) and details: _____

NOTE: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged in answering these questions).

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time and any period of unemployment. If self-employed, give firm name and supply business references. [Add additional page if necessary]

Present or Last Employer _____ Address _____ City, State, Zip Code _____ Telephone _____	Employed From (mo/yr) _____ To (mo/yr) _____	Pay Start \$ _____ Final \$ _____	Your Title or Position _____ Name and Title of Last Supervisor _____	Exact Reason for Leaving _____
Present or Last Employer _____ Address _____ City, State, Zip Code _____ Telephone _____	Employed From (mo/yr) _____ To (mo/yr) _____	Pay Start \$ _____ Final \$ _____	Your Title or Position _____ Name and Title of Last Supervisor _____	Exact Reason for Leaving _____

Present or Last Employer _____ Address _____ City, State, Zip Code _____ Telephone	<u>Employed From</u> (mo/yr) _____ <u>To (mo/yr)</u>	<u>Pay Start</u> \$ _____ <u>Final</u> \$ _____	<u>Your Title or Position</u> _____ <u>Name and Title of Last Supervisor</u>	<u>Exact Reason for Leaving</u>
Present or Last Employer _____ Address _____ City, State, Zip Code _____ Telephone	<u>Employed From</u> (mo/yr) _____ <u>To (mo/yr)</u>	<u>Pay Start</u> \$ _____ <u>Final</u> \$ _____	<u>Your Title or Position</u> _____ <u>Name and Title of Last Supervisor</u>	<u>Exact Reason for Leaving</u>
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Have you ever been terminated or asked to resign from any job? Yes No

If Yes please explain circumstances: _____

Please explain fully any gaps in your employment history: _____

May we contact your current employer? Yes No. If No, please explain: _____

Please indicate any actual experience, special training and qualifications that you have which you feel are relevant to the position for which you are applying. _____

Have you ever used another name? Yes No

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? If yes, please explain: _____

If hired, can you furnish proof that you are over 18 years of age? Yes No

What is your salary requirement? _____

How many days of work have you missed in the last three years due to reasons other than paid holidays and vacation?

YEAR _____ NUMBER OF DAYS _____

YEAR _____ NUMBER OF DAYS _____

YEAR _____ NUMBER OF DAYS _____

EDUCATION

Level of Education	School Name	Years Completed (Circle)	Diploma/Degree Awarded	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
Elementary:		4 5 6 7 8			
High School:		9 10 11 12			
College/University:		1 2 3 4			
Graduate/Professional:		1 2 3 4			
Trade or Correspondence:					
Other:					

PERSONAL REFERENCES

Please list persons who know you well -- **not** previous employers or relatives

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

Please indicate with an "X" the hours you are available to work at Willow Street Pictures:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
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5:00 PM							
5:30 PM							
6:00 PM							
6:30 PM							
7:00 PM							
7:30 PM							
8:00 PM							

DRIVING INFORMATION

Do you have a current driver's license? [] yes [] no

State: _____ License No. _____ Expiration Date: _____

Has your driver's license ever been suspended or revoked? [] yes [] no

If yes, please explain circumstances: _____

Do you have personal automobile insurance? [] yes [] no

If no, please explain circumstances: _____

Have you ever been cited for driving under the influence (DUI) or driving while Intoxicated (DWI)? [] yes [] no

If yes, please explain the outcome: _____

Please list all moving traffic violations in the last five (5) years:

_____	_____	_____	_____	_____	_____
Offense	Date	Location	Offense	Date	Location
_____	_____	_____	_____	_____	_____
Offense	Date	Location	Offense	Date	Location

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE.

Date

Signature of Applicant

APPLICANT'S STATEMENT & AGREEMENT

I hereby state that all the information that I provided on this application or any other documents filled out in connection with my employment, and in any interview, is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be terminated. I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that the company reserves the right to require me to submit to a test for the presence of drugs and/or alcohol in my system prior to employment and at any time during my employment, to the extent permitted by law. I consent to the disclosure of the results of any physical examination and related tests to the company. I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment may be terminated.

I understand that the Company may investigate my criminal, credit, and driving record and that an investigative consumer report may be prepared whereby information is obtained through personal interviews with personal references and others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written inquiry within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. I understand that the Company may require me to complete pre-employment personality, aptitude, behavioral and/or other testing, in an effort to obtain further information as to my character and personality. I further understand that the Company may contact my previous employers and I authorize those employers to disclose to the Company all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees and representatives, as well as other individuals who release information to the Company, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide the Company with any pertinent information they may have regarding myself.

If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by either the Company (employer) or me at any time and for any reason whatsoever, with or without cause.

I also agree that while employed with the company, should I be convicted of a misdemeanor or felony, I will notify the company immediately of the nature of the crime and conviction. I understand that criminal convictions before and/or during employment will alter my eligibility for employment with the company and may result in termination of my employment.

This is the entire agreement between the Company and I regarding the length of my employment, and the reasons for termination of employment, and this agreement supersedes any and all prior agreements regarding these issues. It is further agreed and understood that any agreement contrary to the foregoing must be entered into in writing by the Owner of the Company. No supervisor or representative of the Company, other than its Owner, has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing. Oral representations made before or after you are hired do not alter this Agreement.

If any term or provision, or portion of this Agreement is declared void or unenforceable it shall be severed and the remainder of this Agreement shall be enforceable.

If you have any questions regarding this statement, please ask a Company representative before signing. Do not sign until you have read the above statement and agreement.

I hereby acknowledge that I have read, understand, and agree to the above statements.

SIGNATURE OF APPLICANT

DATE