

The Stitchin' Post

Sales Associate

Sales associates must be friendly, outgoing, honest, reliable people who like to work with the public and can answer the telephone. The job is varied and changes from day to day with the first concern being the customer. Organizational skills and the ability to follow through with tasks are important. Other helpful skills related to the job are: math skills in figuring yardage, some knowledge of sewing/quilting, physical skills for lifting bolts and moving display pieces. The job entails working in a team environment and being able to take direction from management.

Other tasks include:

- Answering the telephone and taking phone orders
- Imparting information to visitors
- Light cleaning
- Checking in freight and pricing
- Working on display and merchandising
- Restocking and day to day straightening
- Operating the cash register and visa machine, daily opening and closing
- Helping make store samples

Please fill out the attached application and questioner and return to Lawry Thorn or Jean Wells. If you have questions call us at 541 549 6061

Stitchin' Post, 311 W Cascade, PO Box 280, Sisters, OR 97759 www.stitchinpost.com

STITCHIN' POST

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date _____ Social Security Number _____

Name _____

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Phone No. (day) _____ evening _____

Referred by _____ Are you 18 years of age or older? Yes No

EMPLOYMENT DESIRED

Position _____ Date You Can Start _____

Are you employed now? Yes No If So, May we inquire of your present employer? Yes No

Have you ever worked in retail before? Yes No If so, Where? _____ When? _____

EDUCATION

	Name and Location of School	Circle Last	Did you Graduate?
		Year Completed	
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Training		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No

GENERAL

Areas of expertise that relate to position applying for _____

Special training that relates to position applying for _____

FORMER EMPLOYMENT List below your last four employers, starting with the last one first.

Date Month and Year	Name and Address of Employer	Position	Reason for Leaving
From			
To			
From			
To			
From			
To			
From			
To			

REFERENCES List below three people not related to you, whom you have known at least one year.

Name	Address	Position	Years Acquainted
1			
2			
3			

AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the employer.

I authorize the Stitchin' Post to contact my references and my past employers for information regarding my former employment, character and general reputation as it relates to the applied position. I release the Stitchin' Post, any former employers and all references listed above from any and all claims, demands and liabilities arising out of or related to such disclosure.

I understand and agree that nothing contained in this application, or conveyed in any interview, is intended to create an employment contract. I further understand this application does not obligate the Stitchin' Post to hire me. I understand that this application is a preliminary requirement for an interview.

Date _____ Signature _____

FOR STITCHIN' POST USE ONLY

Date application received _____

Date of Interview _____

Date Hired _____