



Makers of Harps and Hammered Dulcimers

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Application for Employment
Office & Administration

Personal Information

Date: _____

Name _____ last first middle Email address _____

Address _____ street city state zip Phone _____

Are you 18 years old or older? [] yes [] no

Employment Desired

Position [] Full Time [] Part Time Date you can start Salary desired

Are you employed now? If so, may we call your present employer? Have you ever applied to Dusty Strings before?

Experience/Interest

Subjects of study or research work _____

Special skills _____

Activities/Hobbies _____

What do you find interesting about Dusty Strings? Why do you want to work here? _____

Why would you be an asset to Dusty Strings? _____

What musical instruments do you play? For how long? _____

Please describe your musical experience/knowledge _____

What is your typing speed? Can you use a 10-key by touch? _____

Table with 2 columns: 'Are you experienced with:' and 'Brief description - attach supplemental sheet if necessary.' Rows include Microsoft Office applications, Bookkeeping, Inventory management, Manufacturing environment, and Quality control.

Continued on other side

Former Employers List your employment history, starting with your current or last job. *Please fill out this section even if you are attaching a resumé.*

Employer	Salary	Dates Employed
Supervisor	Position/Duties	
Address/Phone	Reason for leaving	
Employer	Salary	Dates Employed
Supervisor	Position/Duties	
Address/Phone	Reason for leaving	
Employer	Salary	Dates Employed
Supervisor	Position/Duties	
Address/Phone	Reason for leaving	

Education	Name and Location	Years Completed	Areas of Study
High School			
College			
Trade School			

References Give the names of three people not related to you whom you have known for at least one year

Name	Phone number	Business	Years Acquainted

Equal Opportunity Employer

Dusty Strings is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race/ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, age, or any other status protected by law

Application

I understand that the purpose of the application form is to give me the opportunity to provide the company with information about my skills, experience, abilities and other personal attributes that meet the qualification requirements for the job position that is available. I understand that it is in my best interest to be thorough, accurate and descriptive in providing this information. I also understand that a number of people will apply for the job opening and that Dusty Strings does not guarantee anyone an interview or consideration beyond completing the application form.

You must complete all of the inquiries on the application accurately and truthfully. If you leave an inquiry blank, we will not consider your application. If you believe a question does not apply, put "N/A" for a response in the space provided.

Background Investigation

In submitting this application for employment, I understand that Dusty Strings will investigate the information that I provide. If I am selected for an interview, I agree to complete a release and waiver form so that Dusty Strings may verify my employment history, education, and background as they relate to the job opening. I understand that the company will provide me with the required notice, disclosures, and request for authorization whenever the information sought falls under the requirements of the federal Fair Credit Reporting Act.

I-9 Form Documentation

I understand I-9 documentation is not part of the application or interview process. I understand, however, that if Dusty Strings offers me a job position, then on the day that I am scheduled to begin work I must complete an I-9 form and provide Dusty Strings with documentation that shows my identity and authorization to work in the United States. I understand that if I do not provide this documentation, I will no longer be qualified for the job position. I understand that federal law imposes imprisonment and/or fines upon any person who makes a false statement, uses a document issued to someone else, or uses a counterfeit, altered, forged or falsely made document to obtain employment.

Acknowledgment

I have read and understand all of the instructions and acknowledgments set forth above. My signature represents that I will comply and that I understand the consequences if I do not comply.

Applicant Signature

Date

rev. 2/6/18