



**4750 Eisenhower Avenue, Alexandria, VA 22304**  
**703-823-0202 | [www.ArtisticArtifacts.com](http://www.ArtisticArtifacts.com) | [sales@ArtisticArtifacts.com](mailto:sales@ArtisticArtifacts.com)**

Thank you for your interest in becoming part of the creative team at Artistic Artifacts. Our mission is to provide our customers with a broad range of products for their fiber and mixed media interests. We pride ourselves on providing outstanding customer service, a welcoming environment, and a wealth of knowledge to inspire our customers to achieve their creative goals and become loyal customers. In accepting a position with us, this mission becomes yours.

As part of the team at Artistic Artifacts, staff are required to meet the following expectations:

- Available 2-3 days per week to include Saturdays and an occasional evening; possible weekend only schedule available.
- For Sales Associates, previous experience selling BERNINA products is highly desired;
- For Sales Associates, strong experience in quilting and/or garment sewing;
- Competency in computer usage for using the point of sale system and inventory management;
- Ability to be stand / move about the store on your feet for 6 – 8 hours;
- Maintain knowledge of current fabric collections in order to efficiently pull and cut fabrics for in store shoppers and online orders;
- Maintain a working knowledge of mixed media products and resources to help customers;
- Participate in daily shop upkeep which includes housekeeping, restocking, re-merchandising.
- Must be able to assist customer and other staff with lifting/moving 40-50 lbs, (the approximate weight of a packaged sewing machine);
- Available for offsite development and product training outside scheduled shift as required (with compensation for the additional hours);
- Participate in house staff training and meetings, to include the weekly staff meetings every Wed from 9-10:00 (participate in-person or via zoom)

Our goal is to encourage creativity and provide a positive environment to encourage our customers' self confidence in their skills and techniques. Each staff member must possess a self-motivated desire to learn about the products and services we offer to inform and inspire our customers.

The key responsibility of each team member is to bring profit to the business in order to achieve our mission through positive customer and staff interactions and careful management of our resources.

If you are ready to become part of our team and take and accept these responsibilities, please complete the attached application and return it to Artistic Artifacts. Once we have an opportunity to review your application, we will contact you.

Again, thank you for your interest in joining our Creative Minds at Artistic Artifacts.



## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

	Date _____
Name _____	
Last	First
Middle	Maiden
Present address _____	
Number	Street
City	State
Zip	
How long _____	
Telephone (____) _____	If under 18, please list age _____

### EMPLOYMENT DESIRED

Position applied for _____	Days/hours available to work: _____
and salary desired _____	_____
How many hours can you work weekly? _____	Can you work nights? _____
Employment desired <input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME	
When are you available to start work? _____	

### EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Business or Trade School				
Professional or Graduate School				
Please describe other training, seminars, coursework, etc. that applies to the job.				

## WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

<b>Name of Employer</b> <b>Address</b> <b>City, State, Zip</b> <b>Phone number</b>	<b>Name of last supervisor</b>	<b>Employment dates</b>	<b>Pay or salary</b>
		<b>From</b> <b>To</b>	<b>Start</b> <b>Final</b>
	<b>Your last job title</b>		
<b>Reason for leaving (be specific)</b>			
<b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</b>			

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		<b>From</b> <b>To</b>	<b>Start</b> <b>Final</b>
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		<b>From</b> <b>To</b>	<b>Start</b> <b>Final</b>
	<b>Your last job title</b>		
<b>Reason for leaving (be specific)</b>			
<b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</b>			

Are you currently employed?  Yes  No  
 May we contact your present employer?  Yes  No  
 Did you complete this application yourself  Yes  No  
 If not, who did? \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No  
 If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

Have you ever been in the armed forces?  Yes  No  
 Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_  
 Are you now a member of the National Guard?  Yes  No  
 If hired, can you provide proof of U.S. citizenship or proof of your legal right to live and work in this country?  Yes  No  
 Have you ever been employed with this company?  Yes  No  
 If yes, when? \_\_\_\_\_  
 Do you have any friends or relatives employed by this company?  Yes  No  
 If yes, please provide their names and relationship to you. \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work?  Yes  No  
 Are you able to perform the essential functions and duties of the job for which you are applying?  Yes  No  
 If not, please describe the functions or duties you are unable to perform. \_\_\_\_\_

**REFERENCES**

Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

**Experience/Skills (quilting, sewing, fiber arts related:**

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**Memberships in Guilds and/or organizations:**

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**ADDITIONAL INFORMATION**

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.


Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

**Thank you for completing this application form and for your interest in our business.**

**Artistic Artifacts**

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