

# PAUL'S PHOTO and *Creative Photo Academy*

## APPLICATION FOR EMPLOYMENT

**APPLICANT:** Please print legibly and as completely as possible. Leave not applicable areas blank.

### Personal Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ How Long? \_\_\_\_\_

What languages do you speak? \_\_\_\_\_ Write? \_\_\_\_\_

Are you 18 years or older?  Yes  No

(The following information is being requested in connection with the federal I-9 process requirements.

If offered employment you must show proof of U.S. citizenship or the right to work in the U.S.)

Are you legally eligible for employment in the United States?  Yes  No

### Employment Desired

Position(s): \_\_\_\_\_ Date Available: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Sales: \_\_\_\_\_ Lab: \_\_\_\_\_ Office: \_\_\_\_\_ Instructor: \_\_\_\_\_

Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Temporary (dates): \_\_\_\_\_

Specify hours/days you are available for work:

Sunday \_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_

Are you now employed?  Yes  No If yes, may we contact your present employer?  Yes  No

Did you see our ad?  Facebook  Craig's List  Newspaper  Email  Other \_\_\_\_\_

Referred by: \_\_\_\_\_

### Education History

Years Completed	Name and Address of school	Did you graduate?	Course of study	Indicate degree/dipl.
High School or Senior High				
Trade / Technical School				
College / University				
College / University				

Please list any awards, certificates or merits earned which are applicable:

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Please list any training or experiences which are applicable:

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Do you photograph:  Seldom  Occasionally  Often  Daily My favorite camera is: \_\_\_\_\_

I like to photograph:  Family-Friends  Portraits  Sports  Landscape  Other \_\_\_\_\_

Film  Digital  SLR-Video  Video  Large Format  Color  B&W  Instant  iPhone

My favorite photographers are: \_\_\_\_\_

My personal computer is?  MAC  Windows I use a?  Smart-Phone  Tablet  Laptop  Desktop

Do you do your own digital photo processing?  Yes  No Do you do print your own photos?  Yes  No

I am proficient with:  Photoshop CS\_\_  Photoshop Elements \_\_\_  Lightroom \_\_  iPhoto  Aperture  Picassa

Word  PowerPoint  Excel  QuickBooks Pro  InDesign  Final-Cut  Premier  Java  iWork

Other \_\_\_\_\_

I am active on social media:  Hourly  Daily  Weekly  N/A I use my:  Phone  Tablet  Computer

Facebook  Twitter  Instagram  Pinterest  Other \_\_\_\_\_

My favorite blogs are: \_\_\_\_\_

APPLICANT: Please complete with your most recent or current employer first.

### Employment History

From Mo./Yr.	To Mo./Yr.	Name of Firm	Address of Firm and Telephone	Name of Supervisor	Job Responsibility	Reason for Leaving
__/__/__	__/__/__					
__/__/__	__/__/__					
__/__/__	__/__/__					
__/__/__	__/__/__					

### Personal References (do not include relatives or former employers.)

List three people to whom we can refer, who are sufficiently familiar with your qualifications and character to give information about you.

Name	Occupation	Current Address	Telephone

I certify that the information provided by me on this application, and any accompanying resume, notes, and the like, is true, accurate, and complete. I understand and agree that any false information, misrepresentations, or omissions made by me, whether written or oral, in connection with the application process, may disqualify me for consideration for hiring, or if not discovered until after hiring, may result in my dismissal. Further, I understand and agree that my employment is at-will, and for no definite period, and that my employment may be terminated for any reason, or no reason, at any time, without notice, regardless of the date of payment of my wages and salary. I agree, if employed, to give two weeks' notice of my intention to discontinue employment. I authorize the company to investigate all information provided and to contact any individual or entity listed to verify the information provided, and/or to request a reference.

Signature of Applicant \_\_\_\_\_

We do not discriminate against any person because of race, color, religion, sex, national origin, marital status, height, weight, handicap, or age.

## Photo Lab Training or Experience

Please list all formal training in or experience with lab equipment, and include a list of equipment which you have either been trained to use, or with which you have had experience. If no experience please leave blank.

Formal training or experience:	Equipment that you can operate:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please indicate the job functions you have had in previous lab work: (Please ignore if you have never worked in a lab)

(Check as many as apply)

<input type="checkbox"/> Lab Manager	<input type="checkbox"/> Customer Svc Clerk	<input type="checkbox"/> Labtricity Operator	<input type="checkbox"/> Video Transfer
<input type="checkbox"/> Assistant Manager	<input type="checkbox"/> Photo Retouching	<input type="checkbox"/> Lab50 Operator	<input type="checkbox"/> Packaging
<input type="checkbox"/> Mini Lab Operator	<input type="checkbox"/> Video Editor	<input type="checkbox"/> Lifepics Operator	<input type="checkbox"/> Shipping
<input type="checkbox"/> Wide Format Printr	<input type="checkbox"/> Guillotine Cutter	<input type="checkbox"/> Graphics Design	<input type="checkbox"/> Sales
<input type="checkbox"/> Scanner Operator	<input type="checkbox"/> Quality Control	<input type="checkbox"/> Color Management	<input type="checkbox"/> Account Manager
<input type="checkbox"/> Other: _____			

## Back Office/ Operations Training or Experience

Please indicate general office equipment you can operate: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please list any formal training you have received in any of the above areas: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please list all computer software programs in which you are proficient: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please indicate the general operations functions you have performed in past employment: (check as many as apply)

<input type="checkbox"/> Buyer	<input type="checkbox"/> Accounting	<input type="checkbox"/> Operations Managr	<input type="checkbox"/> Shipping
<input type="checkbox"/> Purchasing	<input type="checkbox"/> Reception	<input type="checkbox"/> Marketing	<input type="checkbox"/> Receiving
<input type="checkbox"/> Other: _____			

## Photographic Training or Experience

Have you ever received photographic training?  Yes  No (If yes, please list where and when.)

Subject(s) covered	Name and location of facility	Date Mo./Yr.	Degree or diploma?
		_/_	
		_/_	
		_/_	
		_/_	

Have you ever worked (professionally) as a photographer?  Yes  No (If yes, please list type of work and date.)

Indicate freelance or name and location of firm	List types of work done	Date Mo./Yr.
		_/_
		_/_
		_/_
		_/_

## Sales Training or Experience

Types of Sales	Name and Location of most recent employer for sales area indicated	List products sold	Dates	
			From Mo./Yr.	To Mo./Yr.
Retail Store Selling			_/_	_/_
Door-to-Door Selling			_/_	_/_
Sales by Telephone			_/_	_/_
Other Selling Experience			_/_	_/_

Please list any specialized sales training, certification, awards or merits:

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Please list any photographic, artistic or creative certifications, awards or merits:

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## Tell us about yourself

Why do you wish to join the PAUL'S PHOTO team? \_\_\_\_\_

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What special assets do you bring to the PAUL'S PHOTO team? \_\_\_\_\_

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What do you do in your free time? \_\_\_\_\_

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What is your ultimate job (*real or imagined*) and how do you plan to achieve your goal?

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