

Ben Franklin Crafts & Frame Shop

Application Class Teachers

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PERSONAL INFORMATION

Today's Date: _____

Name: Last, First, & Middle	
Current Address (number, street, apt)	City, State, & Zip
Home phone ()	Work phone ()
Are you under 18 years of age? • Yes • No	How did you hear about this position?

PLEASE INDICATE BELOW THE DAYS AND TIMES YOU ARE AVAILABLE TO TEACH CLASSES

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____

Are you now or do you expect to be engaged in any other business or employment? • Yes • No If yes, please explain:

What type of class are you interested in teaching (Fill out a separate form for each class): •	When could you start teaching?
<input type="checkbox"/> Single Session Class • <input type="checkbox"/> Multi-Session Class • <input type="checkbox"/> On-Going Monthly Class	Ben Franklin Crafts & Frame Shop is open for business Monday – Friday 10:00am - 6:30pm, Saturday 9:30am - 6:00pm and Sunday 11:00am - 6:00pm. Except for scheduled events, classes may only be offered during regular business hours.

CLASS TITLE:	YOUR PAY EXPECTATIONS (PER STUDENT):
	Final class prices will include a \$2 class room fee per student

MINIMUM # OF STUDENTS:	MAXIMUM # OF STUDENTS:

CLASS DESCRIPTION:

PREFERRED DAY(S) FOR THIS CLASS	TIME START :	TIME END:
(All classes must end 30 minutes prior to closing time.)		

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CRAFT SKILLS & TECHNICAL SKILLS

• List all Crafts you are proficient with and enjoy:
• List previous Teaching Experience:
• LIST ALL SUPPLIES REQUIRED ; indicate which need to be supplied by the student (attach separate sheet if necessary). Note: All supplies must be available from Ben Franklin Crafts & Frame Shop. Please note all items not currently offered. Include company name, size, colors and item #'s if available.
• List all supplies recommended, though not required for this class (attach separate sheet if necessary).

OTHER INFORMATION

Have you ever been known by a different name? • YES • NO	If yes, what was it? _____
Have you ever been convicted of or pleaded guilty to a felony? • YES • NO	If yes, please explain. _____ _____
Are you legally eligible to work in the United States? (Proof of eligibility documentation must be provided at the time of hire as required by law). • YES • NO	_____ _____
Have you previously worked for this company? • YES • NO	If yes, when? And reason for leaving. _____

DISPAYING SAMPLES IN THE STORE IS THE ONLY EFFECTIVE WAY TO RECRUIT NEW STUDENTS. AS SUCH, ALL TEACHERS MUST SUBMIT AN APPROVED CLASS SAMPLE FOR EACH CLASS BEFORE THE CLASS CAN BE POSTED ON THE CALENDAR. ALL CLASSES OFFERED AT BEN FRANKLIN CRAFTS AND FRAME SHOP MUST BE LISTED ON THE CLASS CALENDAR