



Application for Employment

Name _____ Phone # _____

Address _____

City _____ State _____ Zip _____

Last place of employment _____ Position _____

Employer's Name and Phone Number _____

Dates of Employment _____ Reason for leaving _____

Have you ever been convicted of a criminal offense, including any felonies or misdemeanors? Yes No

If yes, please describe _____

What days and times are you available to work? _____

When are you available to start work? _____

Is your schedule flexible? Yes No Are you currently employed with another company? Yes No

If yes, please list your normal schedule at your current job: _____

Are you currently in school? Yes No

If yes, what is your normal school schedule? _____

What assets would you bring to the table if hired? _____

Do you have experience in beads and jewelry making? Yes No

If yes, please describe: _____

Would you consider yourself a neat and organized person? Yes No

Describe yourself: _____

I certify that the facts contained in this application are true and complete to the best of my knowledge.

Signature _____ Date _____



Thank you for your interest in becoming part of our team! Our bead store has been around for over 13 years and has been voted best bead store in Savannah for the last 5 years in a row! We are looking for a dedicated, hardworking, and enthusiastic employee to help us grow our business and maintain our status as being Savannah's best bead shop.

Job description: As an employee of Epiphany Bead and Jewelry Studio you will:

- Greet, help, and check out customers who come into the store
- pricing and organizing new beads and merchandise
- cleaning, organizing, and maintaining the store (vacuuming daily, taking out the trash , cleaning out the trays, polishing silver, taking down empty hooks from strand wall, stamping bags, etc.)
- answering the phone and helping customers over the phone, calling customers
- doing jewelry repairs for customers
- making jewelry
- taking photos of new inventory, updating the website and social media, sending out e-mails, marketing
- taking inventory, making lists of things that need to be ordered
- tubing, labeling, and putting out seed beads
- teaching lessons and classes
- helping to pack and load for shows
- set up and sell at bead shows, gem and mineral shows, art and craft shows, and trunk shows

This position is part time, and there is no set, regular schedule. However, you will usually need to work at least one to two half days a week, and some weeks you will need to work 6 full days a week. Our store is open Monday – Saturday 11am – 5pm. You are expected to be on time or slightly early to work. Although the schedule is varied, you will usually know at least a week to 1 month in advance when you will need to work, unless something comes up. It is imperative that you have a flexible schedule.

If this seems like something you would be interested in, we would love to have you on our team! Just fill out an application, and hand deliver to 104 E. 40th St. Savannah, GA 31405