

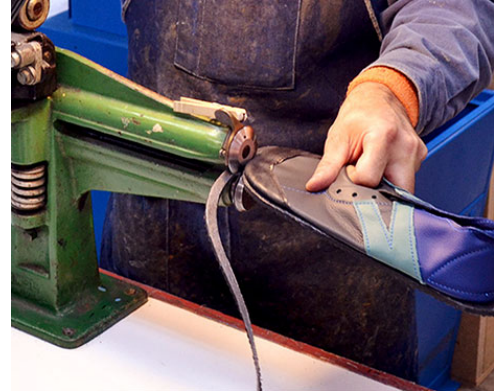


## Job Application – Softstar Workshop Associate

Softstar Shoes is a handcrafted shoe manufacturing and e-commerce business located in Philomath, Oregon. We believe in creating and selling quality minimal footwear with an eco-friendly approach and having fun while we do it! Our footwear is sold worldwide as one of the best brands of quality minimal footwear.

### Required for success:

- Positive outlook.
- Ability to work efficiently.
- Strong attention to detail.
- Good communication skills.
- Good handwork skill set.
- Basic (or better) computer skills.
- Ability to perform repetitive physical work.



**This position may include some or all of the following duties, depending on your skills and the workshop needs. We provide paid training with no prior experience required.**

- Preproduction material cutting and gluing
- Sewing shoes
- Adhering soling to shoes
- Final shoe finishing & quality inspection
- Shipping packages
- Order processing
- Phone/Email communication
- Processing returns

- **Hire Date: April/May 2024**
- **Hours per week:** This is a full-time position (40 hours/week). After approximately six months of training, we offer an optional variable schedule of 32/hours per week for 5 months of the year.
- **Work Schedule:** Monday – Friday, 7:30 AM – 4:15 pm

No shoemaking or shoe-selling experience is necessary! If you enjoy working with your hands (gardening, pottery, jewelry-making, woodworking, etc.), have an eye for detail and enjoy delighting customers, we will provide you with the training you need to sell and make beautiful footwear.

Team members are cross trained in most steps and skills needed to create and sell our shoes. This allows for variety in daily work and increases overall team flexibility. With training, team members are expected to show proficiency and move between tasks easily while maintaining efficiency, focus, and high standards of quality.

**Pay:** Starting hourly pay is \$14.20-15.70 per hour depending on experience. Regular raises and promotions to higher level positions are available with increased tenure.

**Ways we appreciate you:**

- QSEHRA health reimbursement plan
- Dental & Vision insurance
- 5 weeks per year flexible time off including 2 paid weeks
- 8 paid holidays
- Optional variable work schedule opportunity Feb-July of 32 hours.
- Regular reviews / check-ins to ensure you are content with your job design
- Reimbursement of personal wellness expenses
- IRA matching
- Paid bereavement leave
- Up to 12 weeks paid leave for illness, pregnancy or caretaking (Paid Leave Oregon).
- Alternative transportation benefits
- Employee discounts
- Matching charitable donations
- Play days, employee garden, spot bonuses and celebrations
- Employee Assistance Program
- Ongoing training opportunities and working in a kind and fun environment!

Please email job applications to [sarah@softstarshoes.com](mailto:sarah@softstarshoes.com) by April 26<sup>th</sup>, 2024.

We are also open and accepting applications in person Thursdays, Fridays and Saturdays from 10am-4pm.

We are looking forward to hearing from you!

**Contact Information**

Name:

Phone Number:

Preferred Pronouns:

Address:

E-mail:

Why would you like to work for Softstar?

How would your co-workers or friends describe you?

**Job Experience**

Describe any handcraft work / manufacturing / sewing experience you have:

Describe any customer service experience you have:

**List your last two jobs:**

Company name, phone #, supervisor, duties:	Dates:	Why did you leave:

**Education:**

School, years attended	Major/Degree	Did you graduate?

**Please list two additional references:**

Name	Relationship	How long known?	Phone #

**Please check your skill level in the following categories:**

	Customer Service	Computer Skills	Crafting Skills / Handwork
None			
Basic			
Intermediate			
Advanced			

Are you able to work with wool and latex? This is a job requirement. Circle one:

Yes

No

Unsure

Our positions require using your hands all day and the ability to work in both standing and seated positions for up to 8 hours at a time (with breaks). Are you able to meet this physical aspect of the job, either with or without accommodation?

Our positions require good hand strength as you will be using your hands repetitively to work with tools and products for up to 8 hours at a time (with breaks). Are you able to meet this physical aspect of the job, either with or without accommodation?

This position requires lifting 25 lbs. Can you do this on a daily basis easily and without physical discomfort?

Our positions require good close-up vision so you can see details and colors of shoes and materials. Are you able to see clearly and focus easily on things that are close-up (either with or without glasses)?

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I certify that, to the best of my knowledge, the information contained in this application is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or my employment.

I understand that, if I am hired, I must produce applicable documents confirming my identity and showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that my prior employers, educational institutions, and other references, listed or not listed on this application, may be contacted by the Company. These references are authorized to give the Company any and all pertinent information they may have. I release all persons or entities involved, including the Company, from all liability arising from this contact and provision of information.

I agree to submit to any post-offer, pre-employment testing or physicals, as required by the Company. I authorize the Company to conduct a criminal history check and understand that unexpunged criminal convictions may be considered by the Company in making hiring decisions.

I agree to conform to all the Company's policies, rules, and procedures.

Furthermore, I understand and agree that nothing contained in this employment application, the granting of an interview, or in the offer of employment creates a contract for employment between the Company and myself. If an employment relationship is established, I understand that, unless specifically limited in an express, formally executed contract, I have the right to terminate my employment at any time and for any reason and the Company has the same right.

Signature \_\_\_\_\_ Date \_\_\_\_\_