



Application For Employment

An Equal Opportunity Employer M/F/V/H
 Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of non-job-related medical condition or handicap.

 Last, _____

 First _____

PLEASE PRINT

Date of Application _____

Position (s) Applied For _____

Referral Source: Ad Source _____ Internet Walk-in Agency Referral _____ Other _____

Name _____
Last, First

Address _____
Number Street City, State, Zip Code

Telephone _____

E-Mail Address _____

Availability - All Spring We Are Open 7 Days A Week!

In a retail company, it is important to be flexible to work the hours when the store is busiest. Place an "X" on the hours you want to work on a regular basis. Please be specific.

Examples:

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------------------|--------|--------|---------|-----------|----------|--------|----------|
| 9:00 a.m. - 7:00 p.m. | | | | | | | |
| 11:00 a.m. - 4:00 p.m. | | | | | | | |
| 1:00 p.m. - 7:00 p.m. | | | | | | | |

Date _____

If employed and you are under 18, can you furnish a work permit? Yes No

Have you ever filed an application here before? Yes No If yes, give date. _____

Have you ever been employed here before? Yes No If yes, give date. _____

Are you employed now? Yes No May we contact your present employer? Yes No

Are you prevented from being employed in this country because of Visa or Immigration Status? Yes No
(Proof of citizenship or immigration status I-9 will be required upon employment.)

Are you on a layoff and subject to recall? Yes No

Do you smoke? Yes No

Have you been convicted of a felony within the last 7 years? Yes No If yes, please explain (Conviction will not necessarily disqualify an applicant from employment.) _____

Veteran of the U.S. Military service? Yes No If yes, which branch? _____

Indicate languages you speak, read and/or write.



Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

1

| Employer () | Telephone () | Dated Employed | | Work Performed |
|--------------------|------------------|---------------------|-------|----------------|
| | | From | To | |
| Address | | | | |
| Job Title | | Hourly Rate /Salary | | |
| | | Starting | Final | |
| Supervisor - Title | | | | |
| Reason for leaving | | | | |

2

| Employer () | Telephone () | Dated Employed | | Work Performed |
|--------------------|------------------|---------------------|-------|----------------|
| | | From | To | |
| Address | | | | |
| Job Title | | Hourly Rate /Salary | | |
| | | Starting | Final | |
| Supervisor - Title | | | | |
| Reason for leaving | | | | |

3

| Employer () | Telephone () | Dated Employed | | Work Performed |
|--------------------|------------------|---------------------|-------|----------------|
| | | From | To | |
| Address | | | | |
| Job Title | | Hourly Rate /Salary | | |
| | | Starting | Final | |
| Supervisor - Title | | | | |
| Reason for leaving | | | | |

4

| Employer () | Telephone () | Dated Employed | | Work Performed |
|--------------------|------------------|---------------------|-------|----------------|
| | | From | To | |
| Address | | | | |
| Job Title | | Hourly Rate /Salary | | |
| | | Starting | Final | |
| Supervisor - Title | | | | |
| Reason for leaving | | | | |

If you need any additional space, please continue on a separate sheet of paper.

What are your hourly rate or salary requirements? _____

Provide the name, address and telephone number of two references who are not related to you and are not previous employers. _____

Education

| | Elementary | High School | College/University | Graduate/Professional |
|---|------------|-------------|--------------------|-----------------------|
| School Name(s) | | | | |
| Years completed: circle | 4 5 6 7 8 | 9 10 11 12 | 1 2 3 4 | 1 2 3 4 |
| Diploma/Degree | | | | |
| What Course(s) Of Study? | | | | |
| What specialized training, apprenticeship, skills and extracurricular activities? | | | | |

Honors or awards received:

Special Skills & Qualifications

Summarize specialized skills and/or qualifications acquired from employment or other experience. Please include any additional information you feel may be helpful to us in considering your application.

Indicate languages you speak, read and write and how well. Fluent? Fair?

List hobbies, sports, business or social activities in which you participate. (You may exclude those which indicate race, color, religion, sex or national origin.) _____

Why do you believe you are suited for our company? Why would you choose us?

What are your goals? In what way(s) would this position support you to achieve your goals?

Math Calculations

In a retail company, it is important to be able to work well with numbers and cash. To demonstrate your ability in this area, please complete the following:

1. A customer bought 2 items that totaled \$87.58 and gave you a \$100.00 bill. What change would you give the customer? 1. _____
2. If you received 2 dozen 6" terra cotta pots and sold three of them the first day, how many pots are left? 2. _____
3. Two hundred customers came in to the store today and only one hundred of them made a purchase. What percentage of the customers made a purchase today? 3. _____

(Use the space below for your calculations.)

Willingness Checklist

Part of the activities required to maintain and operate a retail store involve duties or tasks that are often overlooked when describing a specific job. Please indicate your level of willingness to perform these tasks and duties by placing an "X" on the appropriate line.

| Would you be willing to: | NO | MAYBE | YES |
|--|-----------|--------------|------------|
| 1. Greet & approach all customers with a smile? | _____ | _____ | _____ |
| 2. Ask questions if you are <u>ever</u> unsure? | _____ | _____ | _____ |
| 3. Restock displays throughout the day? | _____ | _____ | _____ |
| 4. Load bags of mulch and soil into vehicles? | _____ | _____ | _____ |
| 5. Clean the bathroom, windows & glass? | _____ | _____ | _____ |
| 6. Sweep and mop the floors, walkways, etc.? | _____ | _____ | _____ |
| 7. Uphold strict safety policies? | _____ | _____ | _____ |
| 8. Uphold a no smoking policy? | _____ | _____ | _____ |
| 9. Climb and work using the safety procedures? | _____ | _____ | _____ |
| 10. Stand on your feet long periods of time? | _____ | _____ | _____ |
| 11. Dress in compliance with our dress code? | _____ | _____ | _____ |
| 12. Operate a computerized register? | _____ | _____ | _____ |
| 13. Consistently maintain a positive attitude? | _____ | _____ | _____ |
| 14. Water plants in the heat for an extended time? | _____ | _____ | _____ |
| 15. Work weekend and evening hours? | _____ | _____ | _____ |
| 16. Lift heavy plants, boxes and stock safely? | _____ | _____ | _____ |
| 17. Make phone calls to customers for follow up? | _____ | _____ | _____ |
| 18. Leave personal issues & negativity at home? | _____ | _____ | _____ |
| 19. Work well with your teammates? | _____ | _____ | _____ |
| 20. Report to work on time when scheduled? | _____ | _____ | _____ |

Date _____ Signature _____

Applicant's Statement

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not positions are available at that time. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Company may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Company.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company

Date _____ Signature of Applicant _____

