

# Flowers by Coley

## APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Please provide all information requested and answer all questions as fully as possible. Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap, or veteran status. A pre-employment drug screening test will be required of all persons applying for a position which requires regular operation of a company vehicle.

### Personal

Full Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City, State, ZIP \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Have you ever applied for employment with us before? \_\_\_\_\_

Position Desired \_\_\_\_\_ Desired Pay \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_\_ When can you start? \_\_\_\_\_

Apart from absences for religious observance, can you work full time? \_\_\_\_\_ Will you work overtime? \_\_\_\_\_

If not, what days/hours can you work? \_\_\_\_\_

Were you ever employed or enrolled in school under a name other than that used on this application? \_\_\_\_\_

If yes, what name were you employed or enrolled under? (this is for verification purposes only) \_\_\_\_\_

List your special training or skills (languages, machine operation, etc.) \_\_\_\_\_

List professional or civic organizations to which you belong (exclude those which may disclose race, color, religion, or origin)

\_\_\_\_\_

Do you have any physical or mental condition that would inhibit your ability to do the job that which you are applying? \_\_\_\_\_

If yes, please indicate what we could do to accommodate your limitations. \_\_\_\_\_

Have you ever been convicted of a felony within the last 7 years? (A conviction is not automatic bar to employment; each case will be considered on its own merits). \_\_\_\_\_ If yes, please explain \_\_\_\_\_

How did you learn about our organization? \_\_\_\_\_

**MILITARY** (Complete this section only if you served in the U.S. armed forces)

Branch of Service \_\_\_\_\_ Period of Active Duty (month & year) From \_\_\_\_\_ To \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Date of Final Discharge \_\_\_\_\_

Describe your duties and any special training \_\_\_\_\_

**EDUCATION**

Name of High school \_\_\_\_\_ City & State \_\_\_\_\_

No. of Years \_\_\_\_\_ Did you graduate? \_\_\_\_\_

Name of College \_\_\_\_\_ City & State \_\_\_\_\_

No. of Years \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Major \_\_\_\_\_ Degree \_\_\_\_\_

Other \_\_\_\_\_ City & State \_\_\_\_\_

No. of years \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Major \_\_\_\_\_ Degree \_\_\_\_\_

**EMPLOYMENT HISTORY**

1) Company Name \_\_\_\_\_ Phone \_\_\_\_\_

City & State \_\_\_\_\_ Employed (month & year) From \_\_\_\_\_ To \_\_\_\_\_

Hourly Pay \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

State your job title and describe your work \_\_\_\_\_

\_\_\_\_\_

2) Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
City & State \_\_\_\_\_ Employed (month & year) From \_\_\_\_\_ To \_\_\_\_\_  
Hourly Pay \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
State your job title and describe your work \_\_\_\_\_  
\_\_\_\_\_

3) Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
City & State \_\_\_\_\_ Employed (month & year) From \_\_\_\_\_ To \_\_\_\_\_  
Hourly Pay \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
State your job title and describe your work \_\_\_\_\_  
\_\_\_\_\_

You may add anything else about yourself or your employment history that might help us assess you for the position:

\_\_\_\_\_  
\_\_\_\_\_

We may contact the employers listed above unless you indicate those you do not want us to contact. Do **NOT** contact:

Employer Number \_\_\_\_\_ Reason \_\_\_\_\_

Employer Number \_\_\_\_\_ Reason \_\_\_\_\_

**Sales Profile** (complete only if applying for sales position)

What do you like most about selling? \_\_\_\_\_

What is your most satisfactory sales experience? \_\_\_\_\_  
\_\_\_\_\_

What are your greatest sales attributes and strengths? \_\_\_\_\_

What are your greatest sales shortcomings or weaknesses? \_\_\_\_\_

What are your goals as a sales person? \_\_\_\_\_  
\_\_\_\_\_

