

Employment Application

Attention Applicant:

- ☐ Please complete both pages of the application
☐ Ensure all addresses and phone numbers are complete
☐ Resumes are only accepted with a completed application

Date of Application: _____

Last Name:	First Name:	Middle Name:	Social Security Number:
Street Address:	City:	State:	ZIP:
Driver's License #:	Previous Address:	City:	State:
Position Applied For:	Hourly Rate Desired: _____	Availability: FT PT Seasonal	
1st Choice: _____	Comments: _____	Number of Desired Hours Per Week:	
2nd Choice: _____	_____	_____	

Please indicate the hours you are available to work each day:

Day	SUN	MON	TUES	WED	THUR	FRI	SAT
From							
To							

Names of friends or relatives now working for
Nancy's Floral you would use as a reference:

Were you referred to **Nancy's Floral** for employment? ☐ No ☐ Yes If so, by whom? _____

Do you have a **Nancy's Floral** charge account? ☐ No ☐ Yes

Driving violations or tickets incurred in the last 3 years: _____

In case of an emergency, whom should we notify?

Name: _____ Address: _____

Phone: _____ Relation: _____

Education History / Skills / Special Interests

Name & Address of High School:	# Years Attended	Graduate?
Name & Address of College:	# Years Attended	Graduate?
Name & Address of Other School:	# Years Attended	Graduate?

Do you plan to continue your education? ☐ No ☐ Yes If so, where? _____

Typing - WPM: _____ 10-Key Adding Machine: _____ Other: _____

Computer Applications _____

EMPLOYMENT RECORD:List employers (excluding military service.) **Please account for the last 8 years.** If additional space is needed, use 2 applications.

Company 1 _____

Address _____ City _____ ST _____ Zip _____ Phone _____

Supervisor's name and title _____ Length of service: from _____ to _____ Starting salary _____

Type of work at start: ☐ Full Time ☐ Part Time Type of work when leaving: ☐ Full Time ☐ Part Time Leaving salary _____

Did you supervise others? ☐ No ☐ Yes - Explain _____

Reason for leaving _____

Company 2 _____

Address _____ City _____ ST _____ Zip _____ Phone _____

Supervisor's name and title _____ Length of service: from _____ to _____ Starting salary _____

Type of work at start: ☐ Full Time ☐ Part Time Type of work when leaving: ☐ Full Time ☐ Part Time Leaving salary _____

Did you supervise others? ☐ No ☐ Yes - Explain _____

Reason for leaving _____

Company 3 _____

Address _____ City _____ ST _____ Zip _____ Phone _____

Supervisor's name and title _____ Length of service: from _____ to _____ Starting salary _____

Type of work at start: ☐ Full Time ☐ Part Time Type of work when leaving: ☐ Full Time ☐ Part Time Leaving salary _____

Did you supervise others? ☐ No ☐ Yes - Explain _____

Reason for leaving _____

If you desire, please list volunteer work _____

If there is an employer you do not wish us to contact, please list and explain why _____

The above information is true and correct. I understand that any false information or any misrepresentation of facts may result in separation from **Nancy's Floral**, if employed. I authorize you to inquire of and receive information from my former employers or work references as to my ability and past performance.

I agree, if employed, to conform to the guidelines and policies of **Nancy's Floral** whenever adopted by **Nancy's Floral**, and that those guidelines and policies **do not constitute an employment contract**. I understand that **Nancy's Floral** has a six-month probationary period. I also understand that either **Nancy's Floral** or I may terminate the employment relationship at any time, as is outlined in **Nancy's Floral's** Employee Handbook. Only a written agreement, signed by the president of the company, may modify this paragraph.

I understand that **Nancy's Floral** may conduct an investigation of my credit record and consent to such an investigation.

In consideration of my employment by **Nancy's Floral**, I, the undersigned, agree and consent that any wages which may be due may be applied against any indebtedness I may have incurred to **Nancy's Floral** (pursuant to applicable state / federal law.)

Please be advised that **Nancy's Floral** may seek information concerning criminal records from the appropriate state agency.

PLEASE NOTE: Applicant agrees to provide the following:

1. Proof of meeting minimum wage requirements of applicable laws and submitting proof of true age after hired.
2. Submit proof of employability for the Immigration and Naturalization Service (EG passport, driver's license, ID card, and/or social security card.)

Date _____ Applicant's Signature _____



Date of application: _____

Reference Request

Attention Applicant:

Do not fill this form out. It is for office use only.

Please read and sign only at the bottom.

We want you to know the questions we ask in checking your work history.

COMPANY NAME _____
NAME _____ SOCIAL SECURITY NUMBER _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
DEPARTMENT OR SUPERVISOR _____ EMPLOYMENT DATE: FROM _____ TO _____ SALARY _____
POSITION HELD _____

ARE EMPLOYMENT DATES CORRECT? IF NOT, PLEASE CORRECT DATES. ☐ YES ☐ NO FROM _____ TO _____

NATURE OF APPLICANT'S WORK _____

DID APPLICANT TAKE PROPER CARE OF THE EQUIPMENT? ☐ YES ☐ NO
DID APPLICANT'S POSITION ENTAIL PAPERWORK? ☐ YES ☐ NO IF YES, WAS IT ☐ COMPLETE ☐ ACCURATE ☐ NEAT

DID THE APPLICANT HAVE CUSTODY OF ☐ MONEY ☐ MERCHANDISE ☐ VALUABLES WAS ALL PROPERLY ACCOUNTED FOR? ☐ YES ☐ NO
IF NOT, PLEASE EXPLAIN _____

WAS THE APPLICANT ABSENT
☐ NEVER OR RARELY ☐ OCCASIONALLY ☐ REPEATEDLY

REASON FOR TERMINATION
☐ LAID OFF ☐ RESIGNED ☐ DISCHARGED ☐ OTHER - PLEASE EXPLAIN _____

WOULD YOU RE-EMPLOY?
☐ YES ☐ NO IF NOT, PLEASE EXPLAIN _____

HONESTY ☐ Excellent ☐ Good ☐ Fair ☐ Poor
QUALITY OF WORK ☐ Excellent ☐ Good ☐ Fair ☐ Poor
COOPERATION ☐ Excellent ☐ Good ☐ Fair ☐ Poor
DEPENDABILITY ☐ Excellent ☐ Good ☐ Fair ☐ Poor

SAFETY HABITS ☐ Excellent ☐ Good ☐ Fair ☐ Poor
DRIVING SKILLS ☐ Excellent ☐ Good ☐ Fair ☐ Poor
ATTITUDE TOWARDS
COMPANY ☐ Excellent ☐ Good ☐ Fair ☐ Poor

REMARKS _____

It is my understanding that the company will make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers, or oral interview. I authorize such an investigation and the giving and receiving of any information requested by the company, and I release from liability any person giving or receiving such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, and may subject me to immediate dismissal.

Signature of Applicant (to be signed in ink)