



## 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.

Employer	Telephone	Dates Employed to	Work Performed
Address			
Job Title	Hourly Rate/Salary Starting                  Final		
Supervisor – Title			
Reason for leaving			

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Reason for leaving			

What are your hourly rate or salary requirements? \_\_\_\_\_

Provide the name and telephone number of two references who are not related to you \_\_\_\_\_  
\_\_\_\_\_

## Education

	High School	College/University	Graduate/Professional
Years Completed: circle	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Courses 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. \_\_\_\_\_  
\_\_\_\_\_

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 would this position support you in achieving 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 two items that totaled \$87.58 and gave you a \$100.00 bill. What change would you give the customer?
2. If you received two dozen 6" terra cotta pots and sold three of them the first day, how many pots are left?
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?

## 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
Greet and approach all customers with a smile?			
Ask questions if you are ever unsure?			
Restock displays throughout the day?			
Load bags of mulch and soil into vehicles?			
Clean the bathrooms, windows and doors?			
Sweep and mop the floors, walkways, etc?			
Uphold strict safety policies?			
Climb and work using a step stool or ladder?			
Stand on your feet long periods of time?			
Dress in compliance with our dress code?			
Operate a computerized register?			
Consistently maintain a positive attitude?			
Water plants in the heat for an extended time?			
Work weekend and evening hours?			
Lift heavy plants, boxes and stock safely?			
Make phone calls to customers for follow up?			
Leave personal issues and negativity at home?			
Work well with your teammates?			
Report to work on time when scheduled?			
Uphold a no smoking policy?			

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 after 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.

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