



EMPLOYMENT APPLICATION

Please answer the following questions completely. If a question does not apply to you, write "N/A" or "None".
Applications with blanks will not be processed.

Name _____ Date _____
 (Last) (First) (MI)

Address _____
 (Number) (Street) (City) (State) (Zip)

Telephone (_____) (_____) Social Security # _____
 (Home) (Cell)

Email Address: _____

Position(s) Applied For: _____

Salary/Wage Expected: \$ _____

If you are under 18, and it is required, can you furnish a work permit? YES _____ NO _____

Are you employed now? YES _____ NO _____ If no, explain _____

What date would you be available to start work? _____

NOTE: Work schedules are based upon the needs of the business and may be subject to change on a weekly basis. Availability to work as needed is requirement of the position.

If available, what schedule would you prefer? Full Time _____ Part Time _____ Seasonal _____

Indicate the hours you would be available to work each day.						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Norton's Flowers & Gifts is open weekends and some holidays. Because our business depends heavily on holiday sales, we need all of our staff to work during holiday periods, including extra hours into the evenings and weekends. Will you commit to working during all of these holiday periods as needed, placing your employment ahead of time off and personal preferences? When indicating "yes" or "no", be aware that this means working through December 24th of Christmas Week, Valentine's Day and through Sunday of Mother's Day Week, regardless of when school is in session or whether dorms are open.

YES _____ NO _____

EMPLOYMENT HISTORY

List prior employment history, beginning with your present or most recent job. List each and every job you've held since completing formal education and include any employment while attending school. Include military assignments and volunteer activities that relate to your qualifications for the position you are seeking with Norton's Flowers & Gifts. Account for all periods of unemployment greater than 30 days.

Employer	<u>Dates Employed</u> From To		May we contact this employer? YES _____ NO _____
Address			<u>Work Performed</u>
Job Title	<u>Hourly Rate/Salary</u> Starting Final		
Supervisor			
Reason for Leaving			
Employer	<u>Dates Employed</u> From To		May we contact this employer? YES _____ NO _____
Address			<u>Work Performed</u>
Job Title	<u>Hourly Rate/Salary</u> Starting Final		
Supervisor			
Reason for Leaving			
Employer	<u>Dates Employed</u> From To		May we contact this employer? YES _____ NO _____
Address			<u>Work Performed</u>
Job Title	<u>Hourly Rate/Salary</u> Starting Final		
Supervisor			
Reason for Leaving			
Employer	<u>Dates Employed</u> From To		May we contact this employer? YES _____ NO _____
Address			<u>Work Performed</u>
Job Title	<u>Hourly Rate/Salary</u> Starting Final		
Supervisor			
Reason for Leaving			

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

Have you ever been terminated by an employer for dishonesty, poor performance, misconduct, theft, violence or a drug related offense? YES _____ NO _____ If yes, provide company name(s), date(s) and an explanation:

Have you ever been convicted of, plead guilty or no contest to a crime within the last 10 years? YES ____ NO ____
 If yes, explain: _____

Delivery Driver Applicants Only:

Are you 18 years or older? YES ____ NO ____ Do you have a Chauffeur's License? _____

How many of each of these have you had in the past 3 years?

ACCIDENTS _____ SPEEDING or MOVING VIOLATIONS _____ SUSPENSIONS _____

May we check your driving record? YES ____ NO ____

**** Driver applicants must provide copy of driver's license with application! ****

Education

School	Name & Location	Course of Study	# Years Completed	Did You Graduate?	Degree or Diploma
High School					
College					
Other					

References

List 3 Professional or Business References who we may contact. Do not list people who are related to you.

Name	Phone Number	How Long Have You Known This Person?	Relationship To You

Summarize any special skills, knowledge or abilities which you believe would be valuable to Norton's Flowers & Gifts in either the specific position for which you are applying, or other positions.



APPLICANT'S STATEMENT

In consideration of your extending me the opportunity of seeking employment with your company, I make the following commitments:

- I understand and agree that Floral Futures Inc dba/Norton's Flowers & Gifts ("the Company") may choose to conduct pre- and post-hiring drug testing without additional consent. In the event that I am employed, I understand that I must comply with all Company policies and rules.
- I understand that any offer of employment is conditioned upon acceptable references and satisfactory completion of the verification process in accordance with the Immigration Reform and Control Act of 1986 (I-9) which requires that I provide satisfactory evidence of my identity and legal right to work in this country. In the event that I become employed by Floral Futures Inc., I represent that my employment will not result in a breach of employment or confidentiality agreement, if any, with my prior employers.
- I acknowledge that if I become employed, I will be employed at-will, which means I agree and acknowledge that I can terminate my employment with or without cause and with or without notice at any time and that the Company has the same rights. Additionally, I understand that nothing contained in this employment application or in the granting of interviews is intended to create an employment contract between the Company and myself for either employment or the granting of any benefit.
- I agree and acknowledge that no one other than the President and C.E.O. of the Company has any authority to enter into any agreement with me contrary to the foregoing and that any contrary agreement entered into by the President and C.E.O. must be in writing and signed by the President and C.E.O. of the Company.
- I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release the employer and its representatives from liability for seeking such information and all other persons, corporations, or organizations from furnishing such information.
- I certify that the information in this application is complete and correct. I have not omitted any information. I understand that falsification or omission of information in this application or any pre-employment interview may result in my not being hired or immediate dismissal upon discovery.
- I understand that if a decision to hire is made, employment is contingent upon proof of eligibility for employment in the United States.
- I certify and declare under penalty of perjury that the foregoing is true and correct.

Applicant's Signatures _____ **Date** _____

Floral Futures Inc. dba/Norton's Flowers & Gifts considers all applicants for all positions without regard to race, color, religion, sex, national origin, or to the extent provided by law, age, marital status, pregnancy, medical conditions, or physical handicap, mental or physical disability and/or other classes protected by law.

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