



Application for Employment

General Information *(Please print unless otherwise noted)*

Date of application: _____

Name _____ DOB: _____

Address: _____ Telephone: _____

Referred by: _____

Availability

Position(s) applying for: _____ Which location(s)? _____

Available Start Date: _____ Are you available to travel to both locations Barto ___ Gilbertsville ___

Available hours per week _____

Are there any days/hours of the week that you are **NOT** able to work? _____

Are you involved in any extracurricular activity/sports/affecting availability? _____

In the next 6 months are you scheduled or have any commitments for time off? Please explain.

Civil Background Information

Are you employed now? Yes No If yes where? _____

Have you ever been convicted of a crime? Yes No (yes explain: _____)

If hired can you provide proof that you are eligible to work in the United States? Yes No

Have you ever worked at Wendys Flowers before? Yes No

Have you applied for a position with Wendys Flowers in the last year? Yes No

Do you have a valid driver's license? Yes No

If yes is your driving record clean? Yes No

Work Experience

Employer and address	Dates From-to	Salary: Starting Ending	Job Duties	Reason for leaving

Educational Background (include your resume if available)

School	Location (City, State)	Years Attended	Degree/Diploma	Course of study

Skills & Aptitude Please indicate your level of willingness to perform these tasks and duties by placing a check mark on the appropriate line.

Would you be willing to:	Yes	Maybe	No
Greet and approach all customers with a smile?			
Ask questions if you are unsure?			
Maintain a professional appearance and uniform policy?			
Uphold strict security policies?			
Abide by a no cellular phone policy?			
Uphold a strict no smoking policy?			
Sweep floors, walkways, and product areas?			
Operate a computerized register?			
Consistently maintain a positive attitude?			
Work weekend, evening and holiday hours?			
Be conscientious of time throughout the day?			

In retail company, it is important to be able to work well with customers and numbers. Please complete:

-Customer bought 3 items totaled \$77.63, they give you \$100 what is appropriate change? _____

-You have a customer complaint regarding a product and demands a refund. Policy is store credit only. How would you handle the situation? _____

References Please include their name/contact number/years known below

1	2	3
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Applicants Signature _____ **Date** _____