

EMPLOYMENT APPLICATION

Position Applying For:

Date:

- Professional Floral Shop
- Gourmet Candy Shop
- Unique Gift Boutique
- Souvenir Gift Shop
- Collectible Gift Shop
- Seasonal Gift Shop



224 West Ironwood Drive #B2
 Coeur d'Alene, ID 83814
 208-667-1722
 www.shopholidaysgifts.com
 www.holidayshallmark.com
 Facebook: Holiday's Hallmark & Florist
 in Coeur d'Alene, ID
 Instagram: holidayshallmark

NOTIFICATIONS, REQUIREMENTS AND DISCLAIMERS

NOTIFICATION OF PHYSICAL REQUIREMENTS: All positions require lifting up to 40-50 pounds routinely, being on your feet all day long, bending, squatting, twisting and using ladders. Are you capable of all of these tasks? Yes No
 If No, there is no position here for you, please do not continue to fill out application.

NOTIFICATION OF DRIVER'S LICENSE AND INSURANCE REQUIREMENTS: Driver and most positions require driving a company vehicle. To be considered for most positions, you must be 25 years or older and have a valid driver's license and current vehicle insurance. Do you qualify for this type of position? Yes No

Driver's License #: _____ Issuing State: _____

DISCLAIMER: This application is intended to provide information for evaluating you for employment. It is not intended to be, nor may it be construed as a contract of employment.

PERSONAL INFORMATION

Name:			
Email Address:		Phone:	
Mailing Address:		Physical Address:	

EDUCATION

Type of School	Name & Location of School	Years Attended	Highest Level Achieved	Areas of Study
High School				
College				
Trade/Business School				
Please list other classes or certifications				

CURRENT AND PREVIOUS EMPLOYMENT

(Must list last three jobs or all employment in last five years. This section MUST be completed.)

Dates Started and Ended	Company Name and Address	Supervisor's Name and Phone #	Position Held	Starting and Ending Wage	Reason for Leaving

GENERAL INFORMATION

How did you hear about this job?	
Date you would be available to start?	
Wage or Salary expected?	
Why are you applying for this job?	
What skills do you have that would qualify you for this job?	
What floral or delivery experience do you have?	

PERSONAL REFERENCES

(List two non-job related people)

Name	Address	Phone	Business	Years Known

AVAILABILITY

Please note, this is a retail store geared to holidays. We are open 7 days a week. We are also open all holidays, except Christmas. We are very busy prior to and after all holidays and need all employees to work their maximum hours without extra time off during these periods.

Are you looking for short term (less than 1 year) or long term (more than 1 year) employment? (circle one)	Short Term		Long Term				
Minimum Number of Hours I need to work per week:	10	15	20	25	30	35	40
Maximum Number of Hours I need to work per week:	10	15	20	25	30	35	40
Will you work more during holidays or when other employees are absent? (circle one)	Yes		No				
Are you willing to work days, evenings and weekends as scheduled?	Yes		No				

HOURS AVAILABLE TO WORK

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time:							
End Time:							
Available any hours (please check):							
Not Available this day (please check):							

Should your availability change during the course of your employment, it may impact your employment status based upon our business needs. While we may be able to accommodate your availability limitations upon hire, we do not guarantee that we will be able to support these limitations in the future. Should our business needs change, we may require an adjustment in your availability.

OTHER OBLIGATIONS THAT MIGHT CONFLICT WITH WORK:

Reason:	Day:	Hours:
Reason:	Day:	Hours:
Are you Flexible on these obligations? Yes No		
Please Explain if No:		
How many days did you miss last year at work?		
How many due to Illness?	How many due to personal time?	Other reasons:

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I understand that if I am employee by the company, I will be an at-will employee, that I will be required to follow all rules and regulations of the company, and that my employment can be terminated at any time for any reason or I can quit at any time. I acknowledge that no one at the company has promised that I would remain employed for any length of time, and I understand that no one other than an officer of the company is authorized to make such promises.

I have read and understand the above"

Signature:	Date:
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Please Print or type Name:

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age individual disability or veteran status.