

# Mulhall's

## APPLICATION FOR EMPLOYMENT

### APPLICATION INSTRUCTIONS:

1. Complete ALL sections of this form.
2. Print clearly; illegible applications will not be processed.
3. Answer all questions completely and accurately. If a question does not apply to you, write "N/A" in the blank. Incomplete applications will not be processed.

### PERSONAL INFORMATION:

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
LAST FIRST MIDDLE

Address: \_\_\_\_\_  
(STREET, CITY, STATE, ZIP CODE)

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

In case of emergency notify: \_\_\_\_\_  
NAME AND PHONE NUMBER

For Reference Purposes – If you have ever  
Used any other name, state name, and dates: \_\_\_\_\_

Are you at least 16 years of age?  Yes  No      Are you at least 18?  Yes  No

Are you legally authorized or permitted to work in the United States?  Yes  No

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

List any friends or relatives working for us: \_\_\_\_\_

Referred by (circle one):      Current Employee      Newspaper Ad      Other

Have you ever been convicted of a crime, other than a minor traffic offense? \_\_\_\_\_  
(A "yes" answer will not necessarily exclude you from consideration for employment.)

If "yes," please explain:

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**EMPLOYMENT DESIRED:**

Position(s) desired: \_\_\_\_\_

Available to work:  Full Time  Part Time  Seasonal

Date available to start: \_\_\_\_\_ Salary/Wage desired: \_\_\_\_\_

Hours available to work:

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     |     |

Have you ever worked for us before?  Yes  No If "Yes," when? \_\_\_\_\_

What languages can you speak? \_\_\_\_\_

Do you have any particular skills or achievements that you feel relevant to the position for which you are applying, and if so, what are they?

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Are you bilingual? \_\_\_\_\_

**EMPLOYMENT HISTORY:**

Give a complete record of all employment (including military service) and unemployment during the past ten (10) years.

| Date (month and year) | Name, address, and phone number of former employers (last to first) | Position | Salary/Wage | Reason for Leaving |
|-----------------------|---|----------|-------------|--------------------|
| From                  |   |          |             |                    |
| To                    |   |          |             |                    |
| From                  |   |          |             |                    |
| To                    |   |          |             |                    |
| From                  |   |          |             |                    |
| To                    |   |          |             |                    |
| From                  |   |          |             |                    |
| To                    |   |          |             |                    |

**EDUCATIONAL HISTORY:**

List last high school and all business, trade schools and colleges attended.

| Name and location of school | Major/Minor | Degree |    |
|-----------------------------|-------------|--------|----|
|                             |             | YES    | NO |
|                             |             | YES    | NO |
|                             |             | YES    | NO |
|                             |             | YES    | NO |

**REFERENCES:**

List the names of three persons not related to you, whom you have known for at least one year.

| Name | Company | Phone Number | # of Years Acquainted |
|------|---------|--------------|-----------------------|
|      |         |              |                       |
|      |         |              |                       |
|      |         |              |                       |

**AUTHORIZATION AND CERTIFICATION:**

By presenting this application for employment, I represent that the statements given by me in response to the information requested are true, correct, and complete. Any false or misleading information given on this application or during the interview process shall be sufficient grounds for my discharge.

I understand that Mulhall's does not condone the illegal possession, distribution, sale or use of alcohol or drugs in the workplace, and that these are causes for immediate termination.

I further understand that, if employed by Mulhall's, my employment at Mulhall's will be "at will," meaning that my employment can be terminated by Mulhall's or by myself at any time, or for any reason.

I acknowledge that any offer of employment to me by Mulhall's is contingent upon my successful and timely completion of INS form I-9, and on producing the proper documents required by the Immigration Reform and Control Act of 1986. I understand that my failure to meet these requirements within 3 days of employment will result in my termination.

I authorize the company, and/or its agents to verify any of this information including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any of said persons, schools, companies, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**DO NOT WRITE BELOW THIS LINE- FOR OFFICE USE ONLY**

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Hired  Not Hired <sup>♣</sup> Salary/Wage: \_\_\_\_\_

Position: \_\_\_\_\_ Type: \_\_\_\_\_

Department: \_\_\_\_\_ Reports to: \_\_\_\_\_

Date eligible for insurance/other benefits: \_\_\_\_\_

<sup>♣</sup> Not hired because: \_\_\_\_\_

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Other notes:

**Please mark the top three departments you would be interested in working in. #1 should be the department that you are most interested in.**

**For All Departments:**

An applicant should be willing to work a flexible schedule. We are a retail store: nights, weekends and holidays may be required.

**Customer Service/Cashiers**

- Pleasant phone etiquette and ability to tactfully deal with customer concerns, be detail oriented and able to multi-task
- Basic plant and gardening knowledge is helpful
- Basic computer/math skills
- Adverse weather conditions and standing long periods of time

**Floral**

- Knowledgeable in all areas of floral design - primarily wedding design, fresh and silk flowers
- Limited floral design experience
- Florist assistant, processing flowers and waiting on customers
- Assist with floral delivery

**Statuary/Pottery**

- Sales of pots, fountains, birdbaths and statues
- Physical outdoor work in all weather conditions
- Must be at least 18 years old
- Must enjoy helping customers
- Able to lift 150 lbs

**Garden Shop/Birds/Ponds**

- Ability to identify and diagnose plant problems
- Basic plant, pond, and wild bird knowledge
- Basic math skills and ability to read and follow labeled instructions to present proper treatments to clients
- Adverse weather conditions - hot, cold, rain, etc.

**Perennials/Herbs/Vegetables**

- Basic knowledge of perennials, herbs, and vegetables
- Sales and maintenance of plant material
- Adverse weather conditions - hot, cold, rain, etc.
- Some lifting will be required

**Warehouse**

- Fulfilling customer orders
- Must have computer skills and clean driving record
- Processing inbound/outbound freight and stocking
- Operation of company vehicles: forklift (18yrs), and bobcat (21yrs)
- Providing support to other departments as needed

**Annual Production**

- Receiving, potting, and maintaining annual plants
- Able to work independently and as a team
- Must be able to lift 50 lbs and able to bend and stand for long periods of time in varying temperatures and climates

**Home Accents**

- Selling home accessories and furniture
- Receiving, tagging, lifting and moving home accessories and furnishings, dusting and cleaning product
- Basic computer/math skills
- Learning furniture lines and assisting with special orders

**Outdoor Living**

- Sales of outdoor furniture, assist with current stock and special orders
- Merchandising outdoor furniture, ability to lift 50 lbs
- Maintaining sales floor: dusting, sweeping and cleaning
- Able to work in adverse weather conditions - hot, cold, rain, etc.

**Garden Elements**

- Unpacking and selling merchandise and merchandising displays of gift items and decorative garden items
- Looking for an upbeat, self-motivated and independent worker with great customer service skills
- Some heavy lifting and will work in all weather conditions

**Annual and Tropical Plants/Custom Potting**

- Basic knowledge of annual and tropical plants
- Adverse weather conditions - hot, cold, rain, etc.
- Ability to lift 50 lbs and be on your feet for an entire shift
- Merchandising and maintenance of plant material
- Some design experience (custom potting only)

**Trees and Shrubs**

- Knowledge of trees and shrubs
- Customer service skills related to trees and shrubs
- Adverse weather conditions - hot, cold, rain, etc.
- Basic computer skills

**Retail Maintenance**

- Cleaning and maintenance of customer and employee areas (restrooms, counters, windows, offices, etc)
- Able to work independently and as a team
- Customer service skills: ability to direct customers to someone who can help them.

**Marketing/Merchandising**

- Planning, coordinating and supervising events, tours, and seminars, working in a "team" environment
- Managing Mulhall's website, Members' Program, the marquee, and coordinating media advertising
- Achieving "retail-readiness" throughout store utilizing merchandise, displays, signage, and cleanliness