

For Office Use Only:

Received: \_\_\_\_\_

Contacted: \_\_\_\_\_

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187 Main Street, Colchester, VT 05446 (802) 878-2361

[www.claussens.com](http://www.claussens.com) ~ e-mail: [teri@claussens.com](mailto:teri@claussens.com)

## Application for Employment

*We are an equal opportunity/affirmative action employer. . We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, sex, national origin, marital status, veteran status, disability, sexual orientation or any other protected status.*

### PERSONAL INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt/Suite# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### EMPLOYMENT INFORMATION

Position applying for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

I am interested in working (check all that apply): Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Seasonal \_\_\_\_\_

I am available to work weekends: Yes \_\_\_\_\_ No \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Do you have any relatives employed by Claussen's? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, their name: \_\_\_\_\_

Why are you interested in working for Claussen's Florist, Greenhouse & Perennial Farm?

## GENERAL INFORMATION

Are you legally eligible for employment in the US?      Yes \_\_\_\_\_      No \_\_\_\_\_

Are you over the age of 18 years?      Yes \_\_\_\_\_      No \_\_\_\_\_

Have you worked for Claussen's before: Yes \_\_\_\_\_      No \_\_\_\_\_

## EDUCATION HISTORY

Level:	Name & Location of School	Course of Study:	# of Years Completed	Year Graduated	Degree or Diploma
High School					
Vocational, Technical or Junior College					
College / University					
Licenses or Certificates					
Other					

## EMPLOYMENT HISTORY

Please list present or most recent employer first.

Company Name _____ Address: _____ Name of supervisor: _____ Job Title: _____ Describe Duties: _____	Telephone: (____) _____ Start Date: _____ End Date: _____ Reason for Leaving: _____ _____ May We Contact this employer: Yes _____ No: _____
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Company Name _____ Address: _____ Name of supervisor: _____ Job Title: _____ Describe Duties: _____	Telephone: (____) _____ Start Date: _____ End Date: _____ Reason for Leaving: _____ _____ May We Contact this employer: Yes _____ No: _____
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Company Name _____	Telephone:( _____ ) _____
Address: _____	Start Date: _____
Name of supervisor: _____	End Date: _____
Job Title: _____	Reason for Leaving: _____
Describe Duties: _____	May We Contact this employer: Yes _____ No: _____

Company Name _____	Telephone:( _____ ) _____
Address: _____	Start Date: _____
Name of supervisor: _____	End Date: _____
Job Title: _____	Reason for Leaving: _____
Describe Duties: _____	May We Contact this employer: Yes _____ No: _____

## PERSONAL REFERENCES

Name: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Relationship: \_\_\_\_\_

# of years Acquainted: \_\_\_\_\_

Comments: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Relationship: \_\_\_\_\_

# of years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Relationship: \_\_\_\_\_

# of years Acquainted: \_\_\_\_\_

# SIGNATURE

I authorize Claussen's Florist & Greenhouse to inquire into my educational, professional and employment records, background, references and any other information deemed necessary relating to my suitability for employment. I hereby give my consent to authorize others, including my current employer (if applicable), to provide employment-related information about me to Claussen's Florist & Greenhouse and will hold Claussen's, my former employers and others harmless from any claim made on the basis that such information about me was provided, or that any employment decision was made on the basis of such information. I state that the above information is true and correct. I understand that the hiring process will be terminated (or in the event of my employment with Claussen's Florist & Greenhouse I shall be subject to dismissal) if any information that I have provided in this application, resume, interview or any part of the hiring process is false, misleading, omitted information requested, or if I have withheld relevant information, regardless of the time elapsed after discovery. I further understand that nothing in this application process is intended to create an employment contract and entering into this process does not indicate that a position is open or obligate Claussen's Florist & Greenhouse to hire me.

I acknowledge that I have read and understand the above statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



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