

**THE UNIVERSITY FLORIST
APPLICATION FOR EMPLOYMENT
SPRING 2009**

OPEN ONLY TO MSU STUDENTS. Are you eligible for work study? _____

Please read carefully; the application is the first step in the selection process.

Name _____ MSU Net ID _____

Home Mailing address _____

Local Phone Number _____ MSU Classification _____ Major _____

POSITIONS AVAILABLE AND REQUIREMENTS: Place a check in the blank for the position you are applying for.

_____ **Salesperson:** enjoys working with flowers; friendly; basic computer knowledge; mathematical aptitude.

_____ **Delivery:** Mississippi Driver's License (Louisiana, Arkansas, Tennessee, or Alabama acceptable); good driving record; basic computer knowledge; basic street knowledge of campus and Starkville.

_____ **Design Apprentice:** have completed successfully PSS 2343 Basic Floral Design and PSS 2351 Techniques in Flower Shop Management; basic florist plant material knowledge; friendly; basic computer knowledge; mathematical aptitude.

_____ **Designer:** have completed successfully at least one advanced floral design class: PSS 3343, Advanced Floral Design I and/or PSS 3443 Advanced Floral Design II.

List work experience from the past two years:

Company	Dates employed	Position/responsibilities	Supervisor
---------	----------------	---------------------------	------------

May your past employers be contacted as references? _____

To complete this application, a copy of your MSU class schedule that has been printed from the MSU website must be attached. Handwritten schedules are not considered.

The University Florist is staffed by a full time faculty manager, a part time office manager, and the remainder a student staff. First considerations are given to students in the Floral Management major. Work schedules are determined by balancing the student's class schedule with available blocks of time remaining in schedules. Only 2 plus hour slots will be considered.

Working at The University Florist requires working additional hours around holidays or campus events. Other opportunities to prepare for university events can arise. Your class schedules are considered, but there will be occasionally additional hours on the weekend and at night to prepare for floral occasions.

Students employed at The University Florist are not allowed to freelance at Mississippi State or in Starkville.

You must have your social security card (no temporaries accepted) and valid driver's license for each position. These are required by Mississippi State University.

Contact with students considered for positions and staff is made only by email to your MSU net ID account. If you are considered for a position, you will be contacted before the close of the spring semester; interviews are required for first time hires. If you are selected to work at the UF and have never worked here, you will be expected to come in for training before the beginning of the semester. Those dates for training will be given in an e-mail.

I verify that the information given on this application is true. I understand the importance of being available to work at the events and holidays mentioned above. I understand the penalty for not working is immediate dismissal.

Signature _____ Date _____