

Pre Application

Name: _____

Phone: _____

Address: _____

*Check each one that applies; in which you feel you can help me accomplish for the business as well as a personal assistant.

- | | |
|--|---|
| <input type="checkbox"/> Decorating | <input type="checkbox"/> Delivery Driver (florals, errands) |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Website builder |
| <input type="checkbox"/> Seamstress | <input type="checkbox"/> Website & Internet sales |
| <input type="checkbox"/> Embroidery Machine | <input type="checkbox"/> Digital camera |
| <input type="checkbox"/> Bookkeeper | <input type="checkbox"/> Organizing |
| <input type="checkbox"/> Florist | <input type="checkbox"/> Coordinator/leader |
| <input type="checkbox"/> Green House | <input type="checkbox"/> Good/professional letter writing |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Ordering |
| <input type="checkbox"/> Scrap booking | <input type="checkbox"/> Pricing |
| <input type="checkbox"/> Cooking/baking/kitchen | <input type="checkbox"/> Inventory |
| <input type="checkbox"/> Mowing/cutting grass | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Shipping |
| <input type="checkbox"/> Interior cleaning (will explain) | <input type="checkbox"/> Laundry (to discuss) |
| <input type="checkbox"/> Exterior cleaning (will explain) | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> House cleaning (will explain) | <input type="checkbox"/> Microsoft Works |
| <input type="checkbox"/> IN at Victoria Grace Funeral Home (E. Greene) | <input type="checkbox"/> Spreadsheets |
| <input type="checkbox"/> IN at A Touch of Grace Flowers (E. Greene) | <input type="checkbox"/> Publisher |
| <input type="checkbox"/> IN Always & Forever Weddings & Events (E. Greene) | <input type="checkbox"/> QuickBooks |
| <input type="checkbox"/> FL Sweet Memories (marker 10 Hwy 192 Kissimmee) | <input type="checkbox"/> Payroll |
| | <input type="checkbox"/> Invoicing Receivables |
| | <input type="checkbox"/> 941/940 |

Other _____

** Each employee must follow the following guidelines:

- Learn your job & work independently (no hand holding)
- Allow me to concentrate
- Personal business MUST be left at home
- Understands the positions are designated job to release Christy 95%
- Asset to the business
- Employer dedication
- Absolutely no back biting or disrespect to anyone
- Christian positive (smile) attitudes and modest apparel and vocabulary
- Confidentiality; nothing to be discussed else where with out permission
- Self motivated, works quickly to accomplish much

Availability: Monday _____ Tuesday _____ Wednesday _____
Thursday _____ Friday _____ Saturday _____ Sunday _____

Explain situations that might interfere with work hours: _____

** On back, please explain how you would be an asset to our business through the positions you are applying.