Student Application – General Information

Applicant Information

Full Name: _____
Address: _____

Phone Number: _____
Email Address: _____

About City Floral Garden Center

City Floral Garden Center has been in business for **115 years**, making us one of Denver's longest-standing garden centers. We take great pride in our history, our commitment to offering high-quality products, and our dedication to exceptional customer service. We also value the role we play in contributing to and supporting our community. If you are hired to work with us, please understand that we maintain **high standards** and rely on each employee to **fulfill their commitments and responsibilities** while representing City Floral. Reliability, professionalism, and a strong work ethic are essential parts of being a member of our team.

Working here at City Floral provides students with valuable **life and workplace skills** that can benefit them long after the season ends. Students learn to work **independently** by managing daily tasks and responsibilities, while also gaining experience in a **team environment**, collaborating with peers and supporting the broader staff. The role helps build strong **communication skills**, as students interact with fellow employees, management, and customers in a fast-paced setting. Throughout the season, they also develop practical **problem-solving abilities**, learning how to handle unexpected situations, assist customers effectively, and adapt to changing priorities. These experiences foster confidence, accountability, and a strong work ethic.

About the Position

This is a **seasonal position** designed for high school students who are looking for part-time work during the school year. While school is in session, students may work limited hours, but once summer begins, there is often an opportunity to work **additional hours** as business needs increase. The position typically continues through the early summer season and **ends around July 4th**, when our peak period concludes. This role is ideal for students who want consistent part-time work during the spring and the chance to gain more experience and hours once school is out.

In accordance with Colorado state youth-employment regulations, high school students may work a maximum of **20 hours per week** during the school year. Students must also maintain at least a **C grade** in all classes to remain eligible for employment. Our student wage is **$16.39 per hour**. Student employees are required to work **both weekend days** or **one weekend day plus one afternoon shift after school**. Our store hours are **8:45 a.m. to 6:00 p.m.**, and all shifts are full-day shifts with **two 15-minute breaks and a lunch break**. These hours are not flexible, and all employees are expected to

work the full scheduled day. Work schedules are created **one month in advance** and are generally fixed, meaning we are not able to switch shifts once the schedule is set.

Some of the duties for the student position include **assisting customers to their cars**, **restocking soils and heavy materials**, and **maintaining a clean work environment**. This includes **removing trash and recycling**, as well as performing **daily janitorial responsibilities**, such as **cleaning the restrooms and breakroom**. These tasks require reliability, attention to detail, and a willingness to help both customers and the team.

Thank you for your interest in joining City Floral Garden Center. We appreciate the time you have taken to apply and learn more about our team. Please understand that we review all applications carefully, and if you meet the requirements for the position, we will contact you to schedule an interview. We look forward to the possibility of working with you.

All applications must be submitted **in full**, including all attached documents, and must be **signed by a parent or guardian** for the application to be considered complete.

Applications may be submitted **in person** or **emailed to**: **info@cityfloralgreenhouse.com**.

Availability – Parent, please initial the numbered items below

1) What days are you available to work?

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

☐ Sunday

Parent Initials: _____

2) What days are you available after school?

_____

Parent Initials: _____

3) What days are you available on weekends?

_____

Parent Initials: _____

4) When does your school year end?

_____

Parent Initials: _____

5) How soon can you begin to work?

_____

Parent Initials: _____

6) Are there any dates/times you know you would be unavailable (sports, clubs, vacations, etc.)?

Vacations:_____

Sports:_____

Other Appointments:_____

Parent Initials: _____