

## Employment Application

Federal, state and local laws prohibit discrimination in employment because of sex, age, race, color, religious creed, citizenship, marital status, national origin, ancestry, military status or disability.

**COUNTRY ARBORS NURSERY RESERVES THE RIGHT TO CONDUCT PRE-EMPLOYMENT & RANDOM DRUG SCREENINGS**

### Personal

Today's Date: \_\_\_\_\_

\_\_\_\_\_  
FIRST NAME MIDDLE NAME LAST NAME

\_\_\_\_\_  
ADDRESS CITY STATE ZIP

\_\_\_\_\_  
HOME PHONE # WORK PHONE # OTHER CONTACT #

Who may we contact in case of an emergency? \_\_\_\_\_  
NAME PHONE #

Are you 18 years of age or older? Yes No Are you 21 years of age or older? Yes No

\_\_\_\_\_  
POSITION SOUGHT EXPECTED HOURLY RATE

Are you currently employed? Yes No

May we contact your employer for a reference? Yes No

If employed by us, will you be employed by another company or self-employed? Yes No

If yes, please explain.

What positions are you interested in? Nursery Greenhouse Retail Production Landscape

If full time employment is not available, would you accept part-time or temporary work? Yes No

What days are you available to work? MON TUES WED THURS FRIDAY SAT SUN

If available, identify hours: \_\_\_\_\_

Are you willing to work weekends? Yes No

\_\_\_\_\_  
If yes, what hours?

Are you presently on a layoff and subject to recall? Yes No

\_\_\_\_\_  
Date you can start

Are you either a citizen of the United States or a legal alien who has the right to remain permanently and work in the United States? (You will be required to produce proof of your right to work following a conditional offer of employment.) Yes      No

Have you ever been employed by us?    Yes      No      \_\_\_\_\_  
If yes, when and by what name?

Do you have friends or relatives employed by us?    Yes      No      \_\_\_\_\_  
If yes, please identify them.

Do you have a valid drivers license?    Yes      No      Do you hold a CDL license?    Yes      No  
\_\_\_\_\_   
If yes, what class?

Have you ever been discharged or requested to resign from a position?    Yes      No  
\_\_\_\_\_  
If yes, please explain

## ***Job Skills & Experience***

### ***Cashier, Clerk & Administrative Positions***

Can you consistently lift items weighing up to 50 lbs?    Yes      No      \_\_\_\_\_  
Can you frequently bend, squat, reach, lift, carry, push and pull items when necessary for your job?    Yes      No      **Comment**

### ***Landscape, Retail & Nursery Positions***

Can you consistently lift items weighing up to 80 lbs?    Yes      No      \_\_\_\_\_  
Can you frequently bend, squat, reach, lift, carry, push and pull items when necessary for your job?    Yes      No      **Comment**  
Can you work handling pesticides, herbicides, paint, solvents, etc?    Yes      No  
Do you have an applicator's license?    Yes      No      \_\_\_\_\_

Type	License #	State	Exp. Date
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## ***Employment History (From current to past jobs)***

\_\_\_\_\_  
Company Start/End Dates

\_\_\_\_\_  
Address Supervisor/title Telephone

\_\_\_\_\_  
Reason for Leaving

\_\_\_\_\_  
Responsibilities

\_\_\_\_\_  
What did you like/dislike about this job?

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Company \_\_\_\_\_ Start/End Dates \_\_\_\_\_

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Address \_\_\_\_\_ Supervisor/title \_\_\_\_\_ Telephone \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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Responsibilities \_\_\_\_\_

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What did you like/dislike about this job? \_\_\_\_\_

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Company \_\_\_\_\_ Start/End Dates \_\_\_\_\_

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Address \_\_\_\_\_ Supervisor/title \_\_\_\_\_ Telephone \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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Responsibilities \_\_\_\_\_

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What did you like/dislike about this job? \_\_\_\_\_

## ***Education***

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Grade School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ # Years \_\_\_\_\_ Diploma? Yes No

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*Major Courses / Certification*

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High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ # Years \_\_\_\_\_ Diploma? Yes No

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*Major Courses / Certification*

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Trade School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ # Years \_\_\_\_\_ Diploma? Yes No

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*Major Courses / Certification*

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College \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ # Years \_\_\_\_\_ Diploma? Yes No

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*Major Courses / Certification*

## ***Personal References (no family members)***

<b>Name</b>	<b>Telephone</b>	<b>Relationship</b>
<b>Name</b>	<b>Telephone</b>	<b>Relationship</b>

### ***Country Arbors Nursery Important Notice to Applicants***

Country Arbors Nursery has made a strong commitment to being a drug-free workplace. All job applicants being considered for employment at Country Arbors Nursery will undergo testing for the presence of illegal drugs as a condition of employment. Anyone confirmed to have a positive test result will be denied employment. Country Arbors Nursery, Inc. does not discriminate against applicants because of past history of drug abuse, therefore, any individual who fails a pre-employment drug test may initiate another inquiry after a period of no less than six months and present themselves as drug free.

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, motor vehicle records, and educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 45 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by the President and CEO.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

### ***Please read the following before submitting your application:***

I am aware that all positions require reference checks, and that some positions require background checks and other pre-employment qualifications. I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment. In the event of employment, I understand that falsification or omission of information in any application, interview(s), personnel forms or any other Country Arbors Nursery document may result in discharge. I also authorize the companies, schools, or persons named above to give any info regarding my employment, character and qualifications. I hereby release said companies, schools, or persons from all liability for any damage for issuing this information. I understand that it is policy of Country Arbors Nursery to provide equal opportunity and make all employment decisions without regard to race, color, age, sex, marital status sexual orientation, ancestry, religion, and national origin, citizenship, disability, or medical condition. However, I understand and agree that my employment, if hired, is for no definite period and may, regardless of the date of payment of any wage and salary, may be terminated at any time, at will, with or without cause, without previous notice. I further understand that neither this document or any statement by Country Arbors Nursery should be understood to create a contract of continuing employment. As a condition of employment, I agree to fully and completely comply with all policies concerning alcohol, drugs, safety, theft, and loss control, and further consent to such searches, inspections, examinations, and tests as may be required by policy.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

*By signing, you are certifying to the above statement*