

# BACKBONE VALLEY NURSERY, INC.

Employment Application



APPLICANT INFORMATION			
Last Name		First	M.I.      Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available		Social Security No.	Desired Salary
Position Applied for			
Are you a citizen of the United States?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?    YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate?    YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate?    YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate?    YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone (      )
Address	
Full Name	Relationship
Company	Phone (      )
Address	
Full Name	Relationship
Company	Phone (      )
Address	

<b>PREVIOUS EMPLOYMENT</b>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

<b>MILITARY SERVICE</b>	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

<b>DISCLAIMER AND SIGNATURE</b>	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

**Just a few more questions...**

(Feel free to continue answers on a separate sheet of paper)

Why have you decided to apply at Backbone Valley Nursery?

What was your favorite part of your last job?

What was your least favorite part of your last job?

How would your last employer describe you?

What are your three biggest attributes and faults?

At your last job, what was your biggest mistake and how much did it cost the company?

Where do you see yourself in three years?

Ideally, what job role do you see yourself in here at the nursery?

What are your favorite and least favorite things to do in your spare time?

We realize traditional employment applications don't allow you to brag about yourself, so here's your chance. Please let us know if there are any other skills, accolades, or accreditations you would like us to know about.

**Special Considerations for Garden Center Employment  
(Answers will not disqualify you from consideration)**

Are you interested in learning about plants and gardening? What aspect interests you most?

Are you willing and excited to share information and work with customers?

Are you able to bend and lift from the ground?

Are you able to lift plants, soil, etc. weighing up to 50 pounds for extended periods of time?

Are you able and willing to work outdoors in all seasons?

Are you able and willing to spend all day on your feet?

Can you operate a Bobcat or loader? If not, are you willing to learn?

Are you able to work weekends (our busiest days of the week)?

Are you able to work the following holiday weekends?

New Year's Eve, Memorial Day, Fourth of July, Labor Day, Halloween, Thanksgiving

How would you rate your plant knowledge on a scale from 1-10?

If you answered no to any of the above questions, please explain.

## Things to Consider When Applying at Backbone Valley Nursery

- Spring is our busiest season of the year. Therefore, no time off requests will be considered between February 1<sup>st</sup> and May 31<sup>st</sup>. This includes Spring Break, so don't even ask.
- Any other days taken off during this time will require a good excuse such as: my leg fell off or I have the Bubonic plague, and those must be verified by a doctor.
- Retail experience is a plus, merchandising is great, plant knowledge wins brownie points, but is not necessary.
- If you are anticipating being a cashier, expect to multi-task. You will have to water, stock chemicals, unload plants, load stuff, be pulled in several directions by customers, all while someone is asking you where the rest room is.
- If you are anticipating watering, expect to multi-task. You will have to stock chemicals, unload plants, load stuff, be pulled in several directions by customers, all while someone is asking you where the rest room is.
- We lift heavy stuff... all the time... every day... you must be able to lift 20-50 lbs. This is for women and men applying.
- We are on our feet all day, if you want a sitting job, perhaps try telemarketing, or become a cab driver, both respectable professions... here, we stand.
- We are looking for people who are organized, dependable, thorough, detail oriented, and friendly. If you are not, go apply at Wal-Mart.
- We get very hot in the summer, there is no guarantee you will be in the air-conditioned store and whiners are not fun to be around. If you are hot, there is a good chance we are also hot, so stop reminding us.
- Take the previous, replace hot with cold, same goes for winter.
- There are bugs, snakes, bees, raccoons, skunks, and other wildlife on the property; there is a good chance you will come in contact with some of these things. They live here. Do not squish them. They would never come to your house and squish you.
- We sell plants. Some are pokey, itchy, sticky, poisonous, or just plant cumbersome to deal with. Just sayin'.
- Your mom doesn't work here. We clean up after ourselves. If you forget to clean up, the garbage fairy will visit you in your sleep and deliver the now hiring ad from the local newspaper.
- Visitors are not allowed during work hours. It's great if you have a wife/husband/girl/boyfriend, but they don't work here and should not loiter on the property. Also, long periods of time should not be spent showing family members around. If you need to shop with them, come on your days off.
- Personal phone calls must be kept to a minimum. Let friends and family know that when you are at work – you are working, and don't have time to be on the phone. Cell phones are not allowed while at work.
- No, you can't wear your headphones. No, you can't check your Facebook. No, you can't check your email. Do it on your lunch break or at home.
- Yes, breaks are allowed if you check in with someone first and do it at an appropriate time. One in the morning and one in the afternoon. The same goes for lunch.
- Tardiness is not tolerated here. If you think you will be late, save us the training time and go take a nap instead of filling out this form.
- Weekends (Saturday and Sunday) are not negotiable; all new hires must work weekends. We are open 7 days a week. Be prepared to rearrange your schedule.
- This job can sometimes be boring or tedious, but there is always something to work on, even during the slow periods. Employees are expected to keep busy.
- Nursery work is not like gardening. We sell plants and maintain them, but there is not much gardening on the property.
- This job is seasonal. When the season is over, some will be kept on if they show they deserve the job. The rest should be prepared for a job hunt.

We hope you have found parts of this list humorous, but make no mistake; this is an official warning of what to expect when applying for a job with us. If you feel like you can comply with all of the above statements, sign this page and proceed to the application. The first 90 days of work are considered a probation period, and any insubordination may result in termination.

By signing this, I acknowledge, understand, and will comply with all rules of Backbone Valley Nursery.

Signature \_\_\_\_\_ Date \_\_\_\_\_

