

Name: _____

Phone: _____

Address: _____

Social Security #: _____

- Have you ever used another name? **YES NO**
- Are you under 18 years of age? **YES NO**
- Drivers Lic. #: _____ State issued? _____

What type of job are you looking for? _____

How many days per week would you like to work? _____ When can you start? _____

EDUCATION	Name & Location	Did you graduate?	Subjects/Degrees
High School			
College			
Other Schooling			

Are you employed now? **YES NO?**

FORMER EMPLOYMENT – What were your last three jobs?

Dates of Employment	Name, City, & Phone # of Employer	Salary (upon leaving)	Position	Reason for Leaving

May we call your former employers? **YES NO**

If not, please provide three additional references.

- Have you ever applied to this company before? **YES NO** If yes, when? _____
- Referred by: _____
- Can you after employment, submit verification of your legal right to work in the United States? **YES NO**
- What languages do you fluently: (speak?) (read?) (write?) _____
- Do you have any physical condition or handicap which may limit your ability to perform the job applied for you? **YES NO** If yes, what can be done to accommodate your limitations?

- Have you ever been convicted of a felony, or, within a 3 years period, a misdemeanor which resulted in imprisonment? **YES NO**
Note: a conviction will not necessarily disqualify applicant from the desired position.

What experience/attributes do you have that would benefit Far West?

Why do you want to work here?

What are three of your favorite plants?

<u>Botanical Name</u>	<u>Common Name</u>
1.	
2.	
3.	

What it takes to be an employee at *Far West Nurseries*

Far West Nurseries is an independent nursery with two main divisions – retail garden center and wholesale nursery. The retail garden center sells plants, soils & fertilizers, garden art and other garden related material. The wholesale nursery encompasses two acres at the Santa Cruz location, and includes plants we have grown as well as plants we have brokered in.

Our growth depends on repeat customers who respond to a combination of our quality products, the service they receive from our employees, and the overall satisfaction they get from their shopping experience with us. In short, we wouldn't be in business without our customers. We consider our employees our most important asset, and this is what we expect from you.

Image & Attitude

Image is very important in any business. We wear our clean, neat shirts tucked in, and baseball caps are worn forward. Stained, torn, dirty, or excessively baggy clothing is unacceptable as are tee shirts with controversial statements on them. Employees must report to work well groomed. Our employees are expected to show up to work on time consistently, ready to work for a full day. We expect our company policy to be followed and respected. Work-related use of drugs or alcohol is absolutely forbidden.

Physical work environment

You will work both indoors and outdoors in all types of weather conditions including sun, heat, cold and rain. Your job is physical, and requires frequent bending, grabbing, and lifting. You will be on your feet all day, standing or walking, and throughout you will need to be both pleasant and energetic. You will be expected to be able to lift at a minimum, a 5 gallon tree or a 3 cu. ft. bag of soil on your own.

Social work environment

All employees are expected to get along with each other. We do not tolerate personal or vague complaints of fellow employees unless their actions make you feel uncomfortable or affect your ability to complete your work properly and any complaints should be taken to the management and not to other co-workers. We have a very social, caring, and outgoing staff. It is important that you are able to get along well with both customers and the rest of our staff to be a cohesive part of our team. We expect every employee to carry their weight and perform their responsibilities in an appropriate manner. In return, we're flexible, and we'll support your growth both personally and professionally.

Customer Service

As an employee of Far West Nurseries, you are expected to offer polite, prompt, energetic, enthusiastic, and courteous service with a smile. Our employees must have the ability to anticipate a customer's needs before being asked. You will need to have the ability to be patient when confronted with a challenge, and to continually seek out knowledge of all our plants and products. Our employees are expected to act with a sense of urgency towards our customers. We pride ourselves on our customer service and expect employees to be as helpful to customers as possible, showing them where a plant or product is and loading a cart or car if requested by the customer. While not lingering or chit-chatting with a customer, we make every effort to be available if they need us. Their time is valuable to them (as is ours, and our need to turn parking spaces) and the help they receive from our staff should be something the customer remembers positively.

If you feel that you have the above qualities, and can work within the parameters of our company policy and work environment, we encourage you to complete our job application. Thank you.

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statements, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application, and I authorize my former employers and references to disclose any information regarding my former employment, character, and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure. I understand that if hired, my employment would be contingent on my taking and passing a job-related physical examination and/or test for drug dependency, either of whose fees the company would pay. While an employee of Far West Nursery, I will not engage in any illegal activities.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

I have read and understand the above.

Applicant's Signature: _____ Date: _____