

GreenScapes Garden Center & Landscape Co. Application for Employment

Name: _____ Date of Application: _____

Address: _____ Home Phone #: _____

City, State, Zip: _____ Cell Phone #: _____

Position you are applying for: **LANDSCAPE / LAWN MAINTENANCE** **GARDEN CENTER**

Employment Category: **FULL TIME** **PART TIME** Date You Can Start: _____

Have you ever applied to GreenScapes before? **YES** **NO** If yes, give date: _____

Are you employed now? **YES** **NO** May we contact your employer? **YES** **NO**

Are you on a layoff and subject to recall? **YES** **NO**

Are you authorized to work in the United States? **YES** **NO**

Are you able to perform any and all job functions without reasonable accommodation? **YES** **NO**
(*Job Descriptions are attached*)

Are you over the age of 18? **YES** **NO**

Have you ever been convicted of a felony? **YES** **NO** If yes, please explain: _____

Have you ever been disciplined on a job for a safety violation? **YES** **NO** If yes, please explain: _____

Have you ever been the subject of an investigation or pled “no contest” to a criminal charge? **YES** **NO**

If yes, please explain: _____

Do you currently have a valid New York State Driver’s License? **YES** **NO** Expiration Date: _____

Is your Driver’s License in good standing? **YES** **NO**

Would you be willing to provide a Department of Motor Vehicles Driver Report? **YES** **NO**

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Employment History: Please start with your most recent or current job. Include military service, if applicable.

Company Name: _____	Position Held: _____
Company Address: _____	Company Phone: _____
_____	Supervisor: _____
Duties & Work Performed: _____	
Reason(s) for leaving: _____	
Length of Employment: From _____	To _____

Company Name: _____	Position Held: _____
Company Address: _____	Company Phone: _____
_____	Supervisor: _____
Duties & Work Performed: _____	
Reason(s) for leaving: _____	
Length of Employment: From _____	To _____

Company Name: _____	Position Held: _____
Company Address: _____	Company Phone: _____
_____	Supervisor: _____
Duties & Work Performed: _____	
Reason(s) for leaving: _____	
Length of Employment: From _____	To _____

If you have a longer work history, please provide a complete list and/or detailed resume with all of the above information included.

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References: Please list three references that are NOT family or friends.

Name: _____	Telephone #: _____
Address: _____	City, State, Zip: _____
Name: _____	Telephone #: _____
Address: _____	City, State, Zip: _____
Name: _____	Telephone #: _____
Address: _____	City, State, Zip: _____

Education	High School	College/University	Graduate/Professional
School Name(s):	_____	_____	_____
Years Completed:	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree:	_____	_____	_____
Courses of Study:	_____	_____	_____
Specialized Training, apprenticeship, skills and extracurricular activities?	_____	_____	_____
Honors or Awards:	_____	_____	_____

What are your goals? And, in what way would this position support you to achieve your goals? _____

List hobbies, sports, business or social activities in which you participate: _____

How will GreenScapes benefit by awarding you a position with the company? _____

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Please list any special skills or qualifications acquired from previous employment or other experiences that you feel may be helpful to us in considering your application:

Math Calculations: In a retail company, it is important to be able to work well with numbers. Use the back of this sheet to calculate your answers.

A customer's items total \$87.58 and they give you a \$100 bill. What change should you give the customer? _____

If you received 2 dozen hanging baskets and sold three of them the first day, how many are left? _____

Two hundred customers came in to the store today and only one hundred of them made a purchase. What percentage of the customers made a purchase today? _____

Applicant's Statement

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for six months from submission. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not positions are available at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this company is of an "at will" nature, which means that the Employee may resign at any time and the Company may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Company.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

Signature of Applicant: _____ Date of Application: _____

Applicant Name (printed): _____

Application Issued by: _____ Date: _____

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Garden Center Job Description

We at GreenScapes are seeking Garden Center Associates to join our team. All associates will report to the Garden Center Managers and/or Landscape Foremen. This position contributes to the success of GreenScapes by providing our customers with exceptional service and providing the most desired shopping experience. To adequately assist our customers, we ask that you safely be able to lift 50 pounds, unassisted. For larger items, we do have tools to utilize. The Garden Center is "Open" Spring through Fall, with exact dates dependent on the weather.

Duties of Garden Center Associates may include (but are not limited to):

- Care for all plant materials; including watering, pruning, and tagging.
- Assist customers in a prompt, courteous, efficient and knowledgeable manner.
- Helps teammates with unloading shipments of plants and other materials.
- Willingness to learn about the different types of plants, their habits and best practices for ensuring that our customers are successful with their purchases.
- Promotes a positive work environment for themselves and co-workers.

Qualifications:

- Excellent oral communication skills and a strong positive attitude.
- Ability to relate positively with staff and diverse groups of visitors.
- Must be able to walk, stand, sit, kneel, reach above head, pull, bend, climb stairs and ladders and carry up to 50 lbs.
- Must be able to actively work in inclement weather, and come to work prepared to do so.
- Ability and willingness to work holidays, weekends, evenings and any other hours as the schedule demands.

Landscape / Lawn Maintenance Job Description

We at GreenScapes are seeking crew members to work on our landscape, hardscape and lawn maintenance crews. All crew members will report to the Landscape Foreman. This position contributes to the success of GreenScapes by meeting and exceeding our customer's expectations of their landscape projects. Our crews work Spring through late Fall, with exact dates being determined by the weather.

Duties of Crew members may include (but are not limited to):

- Following the instruction of and learning from the Foreman on our processes for installation and maintenance of residential and commercial projects.
- Maintaining a clean, organized and safe work area.
- Maintaining clean and organized vehicles, machinery and tools.
- Practicing proper treatment and procedures with tools and machinery.
- Assist other crews as assigned by the Foreman.
- Promotes a positive work environment for themselves and co-workers.

Qualifications:

- Prior landscape or maintenance experience is preferred, but not required.
- Excellent oral communication skills and a strong positive attitude.
- Ability to relate positively with staff and diverse groups of customers.
- Must be able to walk, stand, sit, kneel, reach above head, pull, bend, climb stairs and ladders and carry up to (or over) 50 lbs., unassisted.
- Must be able to actively work in inclement weather, and come to work prepared to do so.
- Ability and willingness to work holidays, weekends, evenings and any other hours as the schedule demands.
- Must be 18 years of age or over.
- Must have a valid New York State drivers license in good standing.