



# Application for Employment

- Full-time
- Part-Time
- Temporary
- Internship

Date of Application	Position(s) Sought
Social Security Number	What is your desired wage?

**General Information**

Last Name		First Name	
Address until	No.	Street	Tel.
	City	Province/State	Zip Code
Permanent Address (if different from above)	No.	Street	Tel.
	City	State	Zip Code
			E-mail

When are you available to start work?	Are you available to work from 8:00 am to 7:00 pm? Yes <input type="checkbox"/> No <input type="checkbox"/> Other _____
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you 18 years of age older? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offense (other than a minor traffic offense)? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please explain
Do you have computer experience? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have experience working with a Point of Sale register? Yes <input type="checkbox"/> No <input type="checkbox"/>

At Highland Gardens we are looking for self motivated individuals who are interested in learning about plants and gardening and are willing to share this information with our customers. Customer service, plant care and teamwork are our primary job objectives during the work day. The job requirements will include lifting heavy bags of soil and bark weighing up to 50 pounds, unloading trucks when they arrive and displaying new merchandise.

Are you capable of performing in a reasonable manner the activities involved in the job for which you have applied?  
Yes  No

What are the reasons that you are interested in working at Highlanf Gardens?

**Education**

School	Name and Address of School	Course of Study	Years Completed	Degree/Diploma/Certificate
High School	-----	-----	-----	-----
Undergraduate College	-----	-----	-----	-----
Graduate/Professional	-----	-----	-----	-----
Other	-----	-----	-----	-----

**Work Experience**

Are you currently employed?  
 Yes  No

May we contact your current employer?  
 Yes  No

Describe all work experience (paid and unpaid) starting with most recent.  
 This section does not have to be filled in if you have attached it to your resume.

<b>Position</b>	<b>Name of Organization</b>		<input type="checkbox"/> Summer <input type="checkbox"/> Part-time (# of hours/wk ) <input type="checkbox"/> Co-op <input type="checkbox"/> Internship <input type="checkbox"/> Volunteer <input type="checkbox"/> Full-time <input type="checkbox"/> Other: (specify)
<b>Telephone Number</b>	<b>Supervisor</b>	<b>May we contact?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>City</b>	<b>State</b>	<b>Dates Employed</b> From: To:	
<b>Duties:</b>		<b>Wage:</b>	
<b>Position</b>	<b>Name of Organization</b>		<input type="checkbox"/> Summer <input type="checkbox"/> Part-time (# of hours/wk ) <input type="checkbox"/> Co-op <input type="checkbox"/> Internship <input type="checkbox"/> Volunteer <input type="checkbox"/> Full-time <input type="checkbox"/> Other: (specify)
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<b>City</b>	<b>State</b>	<b>Dates Employed</b> From: To:	
<b>Duties:</b>		<b>Wage:</b>	

**Code of Conduct**

Highland Gardens wants to encourage a safe and pleasant work atmosphere. This can only happen when everyone cooperates and commits to appropriate standards of behavior.

1. I agree to be Drug & Alcohol free while at work. \_\_\_\_\_
2. I agree to arrive at work on time. \_\_\_\_\_
3. I agree to be ready & prepared to work at the scheduled start time. \_\_\_\_\_
4. I will perform all duties and work with a positive attitude. \_\_\_\_\_
5. I agree to treat co-workers with respect and dignity. \_\_\_\_\_
6. I agree to be consistent in my moods and behavior while at work. \_\_\_\_\_
7. I am responsible for my own actions and activities while at Highland Gardens. \_\_\_\_\_
8. I acknowledge cell phones are not permitted while working unless it is an emergency or work related. \_\_\_\_\_
9. I agree to keep personal phone calls to a minimum and not exceed 2 minutes. \_\_\_\_\_
10. I agree to dress appropriately while at work. i.e. raincoats, hat, sunscreen, closed ended shoes. \_\_\_\_\_
11. I agree to be honest and conduct myself in an ethical manner while at Highland Gardens. \_\_\_\_\_
12. I agree to make good use of my time and be productive at all times. \_\_\_\_\_
13. I acknowledge while in the Garden Center that there is no sitting down while performing tasks unless office related. \_\_\_\_\_
14. I acknowledge that customers are my first priority and each need to be attended to in a courteous and friendly manner. \_\_\_\_\_

Date

\_\_\_\_\_  
Signature

**Background Check Consent**

The facts set forth above are true and complete. I hereby authorize investigation of all statements contained in this application and full disclosure of my prior education, work records and motor vehicle records, as well as my credit history, if applicable. I understand that employment is contingent upon this investigation and, if employed, false or misleading statements in this application shall be considered sufficient cause for dismissal.

I agree to voluntarily submit to a drug screening if Highland Gardens deems such screening to be necessary. I acknowledge that a positive drug test is sufficient reason to terminate employment or for a refusal to hire.

I hereby release Highland Gardens, any prior employer, school or credit reporting agency, motor vehicle reporting agency, including their agents, employees, representatives or attorneys, from all liability which may arise from the providing or use of any personal, employment, school or credit references, motor vehicle reports, and from any obligation or provide me with written notifications of such disclosure. I understand that this may include a record of disciplinary action assessed by previous employers or schools. I also understand that, if employed, I will initially be placed on probationary status.

Date

\_\_\_\_\_  
Signature

**No Contracts of Employment**

I recognize that this application is not an offer to enter into a contract or a contract of employment. I further recognize and agree that if I am employed by Highland Gardens, such employment will not result in a contract for employment and that my employment may be terminated at any time for any reason. I further recognize if I am employed by Highland Gardens, that I will an hourly wage, and be subject to rules and regulations, but I agree that wage, rules and regulations are subject to change by Highland Gardens at any time with or without notice to me. I further recognize that nothing contained in any document published by Highland Gardens shall in any way modify the above terms, and acknowledge that these terms cannot be modified in any way by an oral or written representation made by anyone employed by Highland Gardens, except in a writing signed by the president, specifically, waiving these terms and conditions.

Date

\_\_\_\_\_  
Signature