



**Work Experience:** Please provide the following information for your past and current employers, starting with the most recent.

Employer:	Dates Employed		What did you like most about this position?
	From (Mo/Yr)	To (Mo/Yr)	
Job Title:			
	Phone:		
Job Duties:			What did you like least about this position?
Supervisor:			
Resigned___Terminated___May we contact this employer?___			
State Reason:			
Employer Name:	Dates Employed		What did you like most about this position?
	From (Mo/Yr)	To (Mo/Yr)	
Job Title:			
	Phone:		
Job Duties:			What did you like least about this position?
Supervisor:			
Resigned___Terminated___May we contact this employer?___			
State Reason:			

**Education:**

	Years Completed	Degree Rec. & Major Subjects	Name of School	Location	Did you graduate?
High School					
College or Trade School					
Graduate School					

What specialized training, apprenticeship, skills and extracurricular activities do you have? \_\_\_\_\_

\_\_\_\_\_

Honors or awards received? \_\_\_\_\_

Computer skills:     Excel         Word         Publisher         Other \_\_\_\_\_  
                           Website         Blogging         Social Media

Rate your knowledge in each of the following categories:

(1 – No knowledge, 2- Novice/Basic Knowledge, 3- Hobbyist/ Moderate Knowledge, 4- Expert Knowledge)

Annuals \_\_\_\_\_        Perennials \_\_\_\_\_        Visual Design \_\_\_\_\_        Edibles \_\_\_\_\_  
 Houseplants \_\_\_\_\_        Container Design \_\_\_\_\_        Trees/Shrubs \_\_\_\_\_        Organics \_\_\_\_\_

Math Calculations:

In a retail company, it is important to be able to work well with numbers and cash. To demonstrate your ability in this area, please complete the following:

1. A customer bought 2 items that totaled \$87.58 and gave you a \$100.00 bill. What change would you give the customer?
  
2. If you received 2 dozen 6” terra cotta pots and sold three of them the first day, and two arrived broken, how many pots are left?
  
3. 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?

**Willingness Checklist:** Many of the activities required to maintain and operate Natureworks involve duties or tasks that are often overlooked when describing a specific job. Please indicate your level of willingness to perform these tasks and duties by placing an “X” on the appropriate line.

Would you be willing to:		NO	Maybe	Yes
1.	Welcome & approach all retail customers with a smile?			
2.	Ask questions if you are <u>ever</u> unsure?			
3.	Restock displays throughout the day? (retail position)			
4.	Load bags of mulch and soil into vehicles carefully?			
5.	Clean the bathroom, windows & glass even when not asked to do so?			
6.	Sweep and mop the floors, walkways, etc. daily as needed?			
7.	Uphold strict safety policies?			
8.	Uphold a no smoking/no vaping policy anywhere on the Natureworks property?			
9.	Stand on your feet long periods of time?			
10.	Dress in compliance with our dress code? All types of weather.			
11.	Operate a computerized register?			
12.	Consistently maintain a positive attitude?			
13.	Water plants in the heat for an extended amount of time?			
14.	Work weekend hours? (retail position)			
15.	Leave personal issues & negativity at home?			
16.	Work well with your teammates?			
17.	Report to work on time when scheduled?			
18.	Are you willing to use your phone only on breaks for personal reasons			
19.	Work independently with attention to detail?			
20.	Work in the rain? Rain gear including rain pants are needed.			
21.	Are you willing to keep accurate records of labor and materials when working on a jobsite?			
22.	Are you willing to return phone calls, texts, and emails from Natureworks office and clients promptly when you are on the road? (landscape position)			

Are you trained to operate a forklift?  Yes  No

Are you willing to be trained to operate a forklift?  Yes  No

What power tools can you use?  Gas hedge trimmer  String trimmer  Chainsaw  
 Gas sod cutter  Rototiller  Leaf Blower

Can you drive a standard shift vehicle?  Yes  No

For landscape positions: Are you able to do continuous physical work for an 8 hour day?  Yes  No

Most of the positions at Natureworks require heavy lifting and serious physical effort. You must be able to lift 50lb bags of fertilizer and load them in the customer's vehicle with a smile. We sell many bags of compost and mulch that needs to be loaded daily, and truckloads of plant deliveries need to be unloaded and displayed at the same time. All of this occurs in all types of weather, rain, sleet, hot baking sun, etc. What experience have you had that would make you capable of this kind of activity?

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The gardening business can be very stressful in the busy season. All employees on a shift work together as a team to help customers and get the jobs done. We require employees to multitask daily. We help customers, water plants, answer phone calls, load cars, stock merchandise, clean, etc. all at the same time. Landscaping works as a team at every job site to get the job done professionally.

Can you handle multiple responsibilities?

Have you had any job experience multitasking? Please explain.

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Natureworks is a very special garden center. We are a destination garden center and customers come from all over the state. We are the leading experts in organic gardening. We focus on education and sustainability. We continue to learn every day. It is imperative we have excellent customer service and treat each and every customer in a professional manner and hope they want to come back and shop with us again. Does this sound like something you would love to do? Why should we hire you, as opposed to other applicants? Please explain in a short essay.

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## **Applicant's Statement:**

I certify that answers given herein are true and complete. I authorize investigation of all 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 a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not positions are still available. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Company may discharge 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 regulation of the company.

I understand that Natureworks has an Employee Handbook, and that I will be bound by the policies in that book. If I am hired, I will read and accept these policies upon accepting employment.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice, as the season changes.

**Date** \_\_\_\_\_ **Signature of Applicant** \_\_\_\_\_