

Organic Garden Center & Landscape Design Since 1983 P.O.Box 489 518 Forest Rd. Northford, CT. 06472

Application for Employment

General Information:

Date____

Our Mission

Natureworks offers organic and ecologically friendly products, services, and information to our customers. We are deeply committed to education in all we do. We beautify our surroundings with colorful, creative designs and cutting edge plant material. We proudly provide fair living wages and benefits to our employees, and constantly strive to further their knowledge of plants, design and organic practices. We are a stable, financial entity working to strengthen and build our local economy.

	Last		Fi	irst			Middle
Address	Street						
	Street		Cit	У	State		Zip
Phone #		Cell	Phone #		Email		
Are you 18 Y	Years or Older	? Yes) No Are you	ı comfortable v	vith text corresp	ondence?	○ Yes ○ N
Employ	ment De	esired:	-				
Position app	lied for:					Salary De	sired
Data availah	de for work	/ / Ar	e you employed	now? If so	mov wo inqui	ro with wour	amployar?
oute availab	ne for work	_// TH	e you employed	110W 11 30	o, may we mqui	ie with your	employer
Referral Sou	ırce: \(\bigve{V}	Walk-in O	Advertisement	○ Employee	e (Name)		·
	Faceboo	ok Othe	er		· · · · · · ·		
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Work Experience: Please provide the following information for your past and current employers, starting with the most recent.

Employer:			Dates Employed		Wh	What did you like most about this		
			From (Mo/Yr)	To (Mo/Yr)		position?		
Job Title:								
			Phone:					
Job Duties:					Wh	at did you like leas position?	t about this	
Supervisor:								
ResignedTermi State Reason:	natedMay	we conta	ct this emplo	oyer?				
Employer Name:			Dates I	Employed	***	What did you like most about this position?		
				To (Mo/Yr)	Wh			
Job Title:								
		T	Phone:	<u> </u>				
Job Duties:					Wh	at did you like leas position?	t about this	
Supervisor:								
ResignedTermi State Reason:	natedMay	we conta	ct this emplo	oyer?				
Education:								
	Years Completed	Degree Major S		Name of Sc	hool	Location	Did you graduate?	
High School								
College or Trade School								
Graduate School								
What specialized tra	ining, apprenti	ceship, sk	ills and extra	acurricular act	ivities do	you have?		
Honors or awards re-								
Computer skills:	○ Exce		○ Word	O Publ		Other		
	○Webs	ite	○Blogging	○Socia	l Media			
Rate your knowledge	e in each of the	following	g categories:					
(1 – No knowledge,	2- Novice/Basi	ic Knowle	edge, 3- Hob	byist/ Modera	te Knowle	edge, 4- Expert Kno	owledge)	
Annuals		Perennia	ls	Visual I	Design	F	Edibles	
		Containe	er Design	Trees/S	hrubs	(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	
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? \(\sum \text{Yes} \sum \text{No} \)	
Are you willing to be trained to operate a forklift? Yes No	
What power tools can you use?	○ Chainsaw
Can you drive a standard shift vehicle? \(\sumsymbol Yes \) \(\sumsymbol No \)	
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. Yo bags of fertilizer and load them in the customer's vehicle with a smile. We sell many bags that needs to be loaded daily, and truckloads of plant deliveries need to be unloaded and dall of this occurs in all types of weather, rain, sleet, hot baking sun, etc. What experience make you capable of this kind of activity?	s of compost and mulch lisplayed at the same time.
The gardening business can be very stressful in the busy season. All employees on a shift help customers and get the jobs done. We require employees to multitask daily. We help canswer phone calls, load cars, stock merchandise, clean, etc. all at the same time. Landsca every job site to get the job done professionally.	customers, water plants,
Can you handle multiple responsibilities?	
Have you had any job experience multitasking? Please explain.	
Natureworks is a very special garden center. We are a destination garden center and custo the state. We are the leading experts in organic gardening. We focus on education and sus learn every day. It is imperative we have excellent customer service and treat each and ev professional manner and hope they want to come back and shop with us again. Does this swould love to do? Why should we hire you, as opposed to other applicants? Please explain	stainability. We continue to ery customer in a sound like something you

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
Date	