



Application for Employment

Name: _____ Date: _____

Address: _____

City, State & Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Are you over 18? ☐ yes ☐ no

Available start date: _____ Desired Wage/Salary: _____

Are you a U.S. citizen, or are you otherwise authorized to work in the U.S. without any restriction?

☐ yes ☐ no

Have you ever been convicted of a felony?

☐ yes ☐ no If yes, please describe circumstances: _____

Have you ever been involuntarily terminated or asked to resign from any position of employment?

☐ yes ☐ no If yes, please describe circumstances: _____

Education				
School Name	Location	Years Attended	Degree Received	Major

Other training, certifications, or licenses held in the horticultural business: _____

Please list other information pertinent to the employment you are seeking: _____

Employment History

(beginning with most recent)

Employer: _____

Job Title: _____

Dates Employed: _____

Phone: _____ Supervisor: _____

Duties Performed: _____

Reason for Leaving: _____

Employer: _____

Job Title: _____

Dates Employed: _____

Phone: _____ Supervisor: _____

Duties Performed: _____

Reason for Leaving: _____

Employer: _____

Job Title: _____

Dates Employed: _____

Phone: _____ Supervisor: _____

Duties Performed: _____

Reason for Leaving: _____

Employer: _____

Job Title: _____

Dates Employed: _____

Phone: _____ Supervisor: _____

Duties Performed: _____

Reason for Leaving: _____

References:

1. _____ Phone Number: _____

2. _____ Phone Number: _____

3. _____ Phone Number: _____

Have you ever filed an application with Forest Lake Greenhouses before?

☐ yes ☐ no

Are you currently employed? *If yes, may we contact your current employer with your references?*

☐ yes ☐ no ☐ yes ☐ no

We are open Monday through Saturday and closed on Sundays.

Fall/Winter hours M-F 9:30-5:30PM, Saturday 9:30-5:00PM. Spring/Summer hours M-F 8:30-6:00PM, Saturday 8:30-5:00PM.

Additional Questions

Do you have any specialized skills that support your application? _____

Why do you believe you are suited for our company? _____

Why do you want to work for Forest Lake Greenhouses? _____

What are your goals? How will this role support your goals? _____

Math Calculations – in a retail company, we work regularly with cash and numbers. To demonstrate your competence in this area, please complete the following..

1.) A customer bought 2 items that totaled \$87.58 and paid with an \$100.00 bill – what amount of change would you give the customer? _____

2.) If you received 2 dozen 6 inch Terra Cotta pots and sold (3) of them the first day – how many pots are left? _____

3.) 200 customers came into the store today and only 100 of them made a purchase. What percentage of the customers made a purchase today? _____

Use the space below for calculations.

Willingness Checklist – part of the activities required to maintain and operate a retail garden center involve certain duties and tasks, 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. Greet & approach customers with a smile?	_____	_____	_____
2. Ask questions if you are ever unsure?	_____	_____	_____
3. Restock displays throughout the day?	_____	_____	_____
4. Load bags of soil and mulch into vehicles?	_____	_____	_____
5. Clean the bathroom, windows & glass?	_____	_____	_____
6. Sweep and mop the floors, walkways, etc.?	_____	_____	_____
7. Uphold strict safety policies?	_____	_____	_____
8. Uphold a no smoking policy?	_____	_____	_____
9. Stand on your feet for long periods of time?	_____	_____	_____
10. Dress in compliance with FLG dress code?	_____	_____	_____
11. Operate a computerized register?	_____	_____	_____
12. Consistently maintain a positive attitude?	_____	_____	_____
13. Water plants in the heat for an extended time?	_____	_____	_____
14. Work weekend hours?	_____	_____	_____
15. Lift plants, boxes, and stock safely?	_____	_____	_____
16. Make phone calls to customers for follow up?	_____	_____	_____
17. Leave personal issues & negativity at home?	_____	_____	_____
18. Work well with your teammates?	_____	_____	_____
19. Report to work on time when scheduled?	_____	_____	_____

Acknowledgement & Authorization

I certify that the answers provided herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at employment decision.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. 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 Employer may discharge Employee at any time with or without cause.

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 Employer.

Signature of Applicant: _____ **Date:** _____

All potential employees are evaluated without regard to race, color, religion, gender, national origin, age, marital or veteran status.