

Dutch Growers Home & Garden Regina Saskatchewan

Application for Employment- Spring 2020

Name: _____ Street Address: _____ Today's Date _____

Phone #: _____ Email Address: _____

Dutch Growers is a customer orientated, fast paced environment.

***All of the staff at Dutch Growers enjoys diverse physical activity, being part of a dynamic team, and working closely with the public.**

*** All positions are customer service positions. Applicants that do not complete our Application form in its entirety will not be considered for employment.**

We kindly request that you continue to fill out this application ONLY if you feel that you would fit into this kind of environment.

ALL DUTCH GROWERS EMPLOYEES ARE FLEXIBLE IN THIER AVAILABILITY, THIS INCLUDES EVENINGS AND WEEKENDS. Are you available evenings & weekends? Yes ☐ No ☐

If not please indicate why _____

All Dutch Growers staff must be able to work ALL Saturdays and or Sundays in April, May, and June.

Are you able to do so? Yes ☐ No ☐

We have a limited number of days where we require all staff to be available to work, are you available these days?

April 25th,

May 9th, 10th, 16th, 17th, 18th, 19th, 23rd, 24th, 30th

June 1st

August 13th, 14th and 15th

Dec 26th

Yes ☐ No ☐

Do you have any allergies- specifically to plants, sun, dust, bees, cats, pollen, grass Yes ☐ No ☐

This Job will include standing for long periods of time, lots of walking, lifting, and use of stairs multiple times a day- Are you physically able to do this? (This is important so please be aware of this requirement)

Yes ☐ No ☐

This job requires the continued use of stairs.

Are you able to physically able to do this? Yes ☐ No ☐

This job requires working in hot humid conditions/ rain/ snow

Are you able to work in these conditions? Yes ☐ No ☐

This job will involve continually learning new tasks and each task will build on the next.

Is this something you are capable of doing? Yes ☐ No ☐

This job will require you to learn daily routines, memorize info regarding products, and assist customers. Is this something you are willing to do? Yes ☐ No ☐

Have you ever worked for a similar business before? If yes please describe. Yes ☐ No ☐

Do you know anyone who works, or has worked, at Dutch Growers? Yes ☐ No ☐

Please provide their name:

This job requires working weekends. **All** staff, including office staff, must be available to work Saturdays. Particularly in May, June, July, November, and December Yes ☐ No ☐

Are you bondable? Yes ☐ No ☐

This Job will involve use of hand radios and telephones. Are you comfortable with this? Yes ☐ No ☐

Do you have a valid Saskatchewan Drivers License? Yes ☐ No ☐

What led you to apply for a position with Dutch Growers –please specify

All new hires are eligible for holiday time off only after working a minimum of 8 months after hiring – Students are required to work during June and July with holiday time off available only after Aug 19th –will this work with your schedule? Yes ☐ No ☐

Tell US about YOU! -

Please write a brief paragraph telling us about your background, work experience or interests that would be relevant to the position you are applying for.

Please keep in mind all positions are for RETAIL WHERE CUSTOMER SKILLS ARE HIGHLY VALUED.

Also, please include your WAGE EXPECTATION.

This paragraph is a REQUIRED part of this application and MUST BE COMPLETED.

(Please note all entry level positions start at \$12/hour.) Higher wages require skills specific to the industry.

Please Note: We WILL NOT consider any applications that have omitted the above paragraph.

We kindly request that you continue to fill out this application ONLY if you feel that you would fit into this kind of environment.

Positions available

Please check off up **to 3 areas** which areas you are interested in. Read the selections carefully.

Note: A willingness to learn is the most important credential. All positions are customer service sales positions and will focus on helping customers. Previous experience an asset but not required.

☐ **Annuals**- Term: April to July

This position involves selling pricing, stocking and cleaning of plant materials and the sales area.

This position will involve learning about plants and assisting customers in their purchases

You will be expected to recommend fertilizers, growth enhancers and possible insect control as needed

You will be expected to lift pots, soils, and unload plant shipments

This position is extremely fast paced and requires a high degree of physical endurance

This position requires a high degree of heavy lifting and the ability to learn the plant material quickly

This position requires staff to work every weekend from April 15th to June 15th – no exceptions

☐ **Planting Crew**- Term February to April

This position requires high degree of heavy lifting and is very physical

This position involves working in a dusty environment and is not suitable for those with severe allergies to pollen or dust

Planting crew members work on an assembly line so attention to detail, accuracy and speed are important

This crew traditionally works Wednesday to Sunday

Planting crew also assist with setting up of the greenhouses, pricing, cleaning and other related duties

☐ **Tree Lot sales associate** – Term: April-November

This position involves selling pricing, stocking and cleaning of plant materials and the sales area.

This position will involve learning about plants and assisting customers in their purchases

You will be expected to recommend fertilizers, growth enhancers and possible insect control as needed

This position is out doors regardless of the weather

You will not be asked to water plants.

Knowledge of hardy trees, shrubs and evergreens as well as strong customer service skills and physical strength are assets.

This position is an outdoor position regardless of the weather

This position requires a high degree of heavy lifting and the ability to learn the plant material quickly.

☐ **Garden Centre Sales** –Term: March-November

This position involves selling, stockings and organizing chemicals, fertilizers, garden giftware, fountains, soils and landscape supplies.

Cashier duties are to be expected.

Team members will be trained in pest and disease identification and treatments.

Much of the position involves restocking and cleaning.

Key requirements are strong math skills, physical strength and excellent customer service skills.

Previous retail experience is an asset.

☐ **Perennial Sales associate** – Term: April-October

This position involves selling pricing, stocking and cleaning of plant materials and the sales area. Including merchandising, sweeping and trash removal. You will not be asked to water plants.

This position involves heavy lifting and unloading of materials. Key requirements for the position are a base knowledge of perennials or the ability to learn quickly.

This is a retail position so customer service skills are extremely important you will be expected to learn the plant material and its related products this position is out doors regardless of the weather

☐ **Tropical Sales Associate**- Term: part time or full Time March to January

This position involves selling houseplants, pottery soils, fertilizers and other plant related items

Pricing, stocking, sweeping, dusting and cleaning are part of the daily tasks

Key requirements for the position are an interest in tropical plants as well as strong customer service skills and physical strength.

Must be able to work weekends

☐ **Cashier** –Term: year round

This position involves processing customer sales at the cash register as well as keeping the front end of the store neat and tidy.

Cashiers must have cash and/or computer experience preferably in a retail environment with exceptional customer skills.

Individuals applying for this position must be available weekends and during the Holiday season

Previous experience is required

Must be comfortable with computers, cash handling and customer service as these are key to this position

☐ **Fashion Department Associates**-Term: Year round

This position involves cashier duties, sales and merchandising in our fashion boutique.

All fashion staff are cross trained for Cashiering duties as well

Previous experience in a retail clothing store is required. All fashion department staff must have experience in sales with proven, referenced employment history. Individuals applying for this position must be available some weekends and during the Holiday season and must be available to work Weekends and sale dates as needed

☐ **Giftware /Fountain/Statuary sales associate** – Term: year round

This position specializes in selling and merchandising of home and garden décor. This includes a lot of cleaning, stocking; merchandising and Customer service skills must be very strong.
Position involves dusting, merchandising, and selling as well as general assistance at checkout an in, pottery and seed areas. This position will involve some lifting and obtaining of goods for clients as well as assisting with the unloading of plants, décor, Our Giftware staff are cross trained as cashiers

☐ **Reception and Office Assistant** –Term-Year Round

Must have experience in office setting, be capable of managing up to 5 phone lines, and have excellent people skills. Office Assistant would be responsible for managing the schedules of management as well. Strong computer skills required. Experience with online sales, social media and websites is a strong advantage

☐ **Social Media/ webshop assistant-** Term: Year Round ½ -3/4 time

Must have certified training in computers, graphics, business or other related field

Must have experience and demonstrate an understanding of all social platforms and photography

☐ **In house IT support person-** must be able to assist with running cable, trouble shooting hardware, networking printers, -as Dutch Growers will be installing a new POS system in 2020 we will be looking for ¾ or full time tech support

- Must be available weekends for trouble shooting
- A+ certified
- Data entry, staff training and assisting with our online store, website and social media are also part of this position

☐ **Visual Merchandiser –Term: Year Round must** have experience as a professional merchandiser and or training in this field

Will involve the use of ladders, cleaning, and some heavy lifting

Must have flexible hours as this job is most often done after hours (evenings)

☐ **Warehouse personnel-** Term: Part Time Seasonal March-June

This position involved unloading, sorting, and pricing of goods

This position requires excellent computer skills

This position requires certification for Skid Steer and Electric Pallet Jacks

Previous experience is required

☐ **Other** (please describe) _____

AVAILABILITY

What type of employment are you seeking?

☐ ☐ Part Time (evenings and weekends) min of 15 hours/week

☐ ☐ Full Time: 35+ hours/week

If you are applying for seasonal work how long are you available? (3 weeks, 2months, etc) _____

How many hours/week do you prefer? _____

When can you start? _____

If you work at another business, how far in advance do you receive your schedule? _____

If you are currently employed elsewhere, how much notice do you need to give to your current employer? _____

Are you a student? _____

Please indicate any days or times you are **NOT** available with the word “NO”
Indicate any days or times you are available with the word “YES”

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00PM							
9:00PM							
10:00 PM							

If further info is needed please indicate here:

Education:

High School _____ Grade/Graduation Year _____

College/University/Technical School _____

Program _____ Degree _____

Year of Graduation _____

Additional Garden Centre related Education or Training _____

Previous Experience Date:	Company	Position	Wage	Reason for leaving
To: From:				
To: From:				
To: From:				

References:

Please ensure that the information is up to date as we check references before interviews are granted.

We require a minimum of TWO **occupation references** & current phone numbers, as well as information on your last employer. Please include only your direct supervisor in references as co-worker references will not be accepted. Personal references are not required.

Name: _____ Phone #: _____

Occupation: _____ City: _____

Relation to applicant: _____

Name: _____ Phone #: _____

Occupation: _____ City: _____

Relation to applicant: _____

Signed: _____ Date: _____

Only applicants that are being considered for an interview will be contacted. Thank you for taking the time to fill out this application.

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