

# Application for Employment



Today's Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name \_\_\_\_\_  
last first middle

Present Address \_\_\_\_\_  
street city state Zip code

Permanent Address (if different) \_\_\_\_\_  
street city state Zip code

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you 18 years old or older? Yes No

Are you related to anybody working here (if so, who?) \_\_\_\_\_

Who referred you to us? \_\_\_\_\_

When can you start? \_\_\_\_\_

What days and hours are you **available** to work?

Day	Starting time	Ending Time
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____
Sunday	_____	_____

How many hours per week do you want to work? \_\_\_\_\_

If you were able to choose your schedule, what would it be?

Day	Starting time	Ending Time
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____
Sunday	_____	_____

Is there anything going on in your life, currently or coming up, that would interfere with your ability to be at work at the times stated in the above schedules? \_\_\_\_\_ If yes, please describe fully. \_\_\_\_\_

Are you working now? \_\_\_\_\_ Where? \_\_\_\_\_

**Education**

Education	Name and Location of School	Number of years attended	Did you graduate?	Subjects studied
Grammar School	_____	_____	_____	_____
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Other Training Programs	_____	_____	_____	_____

Subjects of special study or research work, or include a list of horticultural classes taken  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Other activities (do not include activities that indicate a race, creed, color, national origin, or religious affiliation)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Volunteer work  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

Continued

**Former Employers** - please fill in COMPLETELY. Attach an additional sheet if needed

Start Date	End Date	Name and address of employer	Salary	Position	Specific reason for leaving

**References** – Please list at least three (not relatives)

Name	Address	Phone	Business	Relationship	Years Acquainted
1					
2					
3					

Do you have a valid driver's license? \_\_\_\_\_ If so, what class? \_\_\_\_\_

Describe any previous experience you have had with plants \_\_\_\_\_

Describe any previous experience you have had working with the public \_\_\_\_\_

Attach resume if available.

Do you have any physical conditions which may limit your ability to perform the job that you are being considered for? \_\_\_\_\_  
If yes, explain \_\_\_\_\_

In case of emergency notify \_\_\_\_\_  
name address phone

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to you.

I authorize release of credit reports from any credit reporting agency. I authorize Bemis Farms Nursery to conduct a background investigation of me if I am a chosen for the final round of the selection process.

I understand that if hired, my employment is conditional on successfully passing a drug screening test.

I understand that Bemis Farms Nursery has a Staff Handbook, and that I will be bound by the policies in that book. If I am hired, I will read and accept these policies before 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.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**On the attached sheet write a 100 – 200 word “essay” on why Bemis Farms Nursery should hire you, as opposed to other applicants. Take this opportunity to sell yourself. Don’t be afraid to brag a little.**

