

What it takes to be an employee at *Far West Nursery*

Far West Nursery is an independently-owned nursery garden center and grower. The retail garden center sells plants, soils, fertilizers, garden art and other garden-related materials. The nursery encompasses one and half acres and includes plants we have grown, as well as plants we purchase from other growers.

Our success depends on repeat customers who respond to a combination of our quality products, the service they receive from our employees, and the overall satisfaction they get from their shopping experience with us. In short, we wouldn't be in business without them.

We consider our employees our most important asset, and this is what we expect from you:

Image & Attitude

Image is very important in our business. Employees must wear clothing suitable for working outdoors in all weather conditions. Employees must report to work well-groomed. Our employees are expected to show up to work on time consistently, ready to work their full shift. We expect our company policies to be followed and respected. Use of drugs or alcohol on the job is forbidden.

Physical Work Environment

You will work both indoors and outdoors in all types of weather conditions including sun, heat, cold, and rain. Your job is physical, and requires frequent bending and lifting. You could be on your feet for up to 2 hours at a time, standing or walking, and throughout you will need to be both pleasant and energetic. You are expected to be able to lift at minimum, a 5-gallon sized tree or a 2 cubic-foot bag of soil on your own. (Up to 30 pounds).

Social Work Environment

All employees are expected to get along with each other. We do not tolerate personal or vague complaints of fellow employees. If their actions make you feel uncomfortable or affect your ability to complete your work properly, any complaints should be taken to the management and not to other co-workers. We have a very social, caring, and outgoing staff. It is important that you are able to get along well with both customers and the rest of our staff to be a cohesive part of our team. We expect every employee to carry their weight and perform their responsibilities in an appropriate manner. In return, we're flexible, and we'll support your growth both personally and professionally.

Customer Service

As an employee of Far West Nursery, you are expected to offer professional, polite, prompt, energetic, enthusiastic, and courteous service with a smile. You will need to have the ability to be patient when confronted with a challenge, and to continually seek out knowledge of all our plants and products. Our employees are expected to act with a sense of urgency towards our customers. We pride ourselves on our customer service and expect employees to be as helpful to customers as possible, showing them where a plant or product is located and loading a cart or car if requested by the customer. While not lingering with a customer, we make every effort to be available if they need us. Their time is valuable to them (as is ours) and the help they receive from our staff should be something the customer remembers positively.

If you feel that you have the above qualities, and can work within the parameters of our company policy and work environment, we encourage you to complete our job application. Thank you.

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statements, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered.

Applicant's Signature: _____ Date: _____

Date: _____

Name: _____

Phone: _____

Address: _____

Email: _____

- Have you ever used another name? **YES NO**
- Are you under 18 years of age? **YES NO**
- Do you have a valid driver's license? **YES NO**

What position are you applying for? _____

How many days per week would you like to work? _____

When can you start? _____

Did you

graduate?

EDUCATION

Name & Location

Subjects/Degrees

EDUCATION	Name & Location	Did you graduate?	Subjects/Degrees
High School			
College			
Other Schooling			

Are you employed now? YES NO?

FORMER EMPLOYMENT – What were your last three jobs?

Dates of Employment	Name, City, & Phone # of Employer	Salary (upon leaving)	Position	Reason for Leaving

May we call your former employers? YES NO

If not, please provide three additional references.

- 1.) _____
- 2.) _____
- 3.) _____

- Have you ever applied to this company before? **YES NO** If yes, when? _____
- Referred by: _____
- Do you currently have unrestricted work authorization for the U.S. or would you require sponsorship for a working visa? **Yes** I have unrestricted and would NOT require sponsorship.
No I will require authorization or sponsorship.
 - What languages do you speak fluently?: _____
 - Do you have any physical condition or handicap which may limit your ability to perform the job applied for you? **YES NO** If yes, what can be done to accommodate your limitations? _____
 - Have you ever been convicted of a felony, or, within a 3 years period, a misdemeanor which resulted in imprisonment? **YES NO**
Note: a conviction will not necessarily disqualify applicant from the desire position.

What experience/attributes do you have that would benefit Far West?

Why do you want to work here?

What are three of your favorite plants and why do you like them?

Botanical Name

Common Name

1.

2.

3.