

# Split Mountain Garden Center, Inc.

## Application for Employment

Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_

The application will be kept on file for 90 days.

### A) Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone \_\_\_\_\_ Email: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

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

Are you 18 years of age or older? Yes \_\_\_\_ No \_\_\_\_ If no, what is your date of birth? \_\_\_\_/\_\_\_\_/\_\_\_\_

### B) Availability

How many hours per week would you like to work? \_\_\_\_\_

List hours available to work:

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
From	To	From	To	From	To	From	To	From	To	From	To	From	To

### C) Background

Have you ever been convicted of a felony? Yes \_\_\_\_ No \_\_\_\_

Have you ever been convicted of any crime, excluding misdemeanors? Yes \_\_\_\_ No \_\_\_\_

Have you ever been convicted of any crime involving violence to another person? Yes \_\_\_\_ No \_\_\_\_

Have you ever been convicted of any crime involving dishonesty? Yes \_\_\_\_ No \_\_\_\_

Have you ever been counseled or disciplined for cash handling violations? Yes \_\_\_\_ No \_\_\_\_

Have you had any injury or illness requiring hospital care in the last 5 years? Yes \_\_\_\_ No \_\_\_\_

If you answered yes to any question above, please explain: \_\_\_\_\_

### D) Educational Background

Have you graduated from high school or received your GED? Yes \_\_\_\_ No \_\_\_\_

Do you have a degree from a college, university, or tech school? Yes \_\_\_\_ No \_\_\_\_

If yes, please describe: \_\_\_\_\_

### E) Skills & Qualifications

Are you capable of lifting objects that weigh 30-50 pounds? Yes \_\_\_\_ No \_\_\_\_

What special skills do you have that would make a positive contribution to your work here?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Continue →

**F) Recent Employment History—List most recent first:**

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Your responsibilities there? \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Your responsibilities there? \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Your responsibilities there? \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**G) References**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the Employer's service if I have been employed. I give the Employers the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information, and all other persons, corporations or organizations for furnishing such information.

The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only 90 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I understand that Split Mountain Garden Center offers seasonal work and that employment positions may last 90 days or less.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_