

Northeast Nursery, Inc.
234 Newbury Street Peabody, MA 01960
(978) 535-6550 FAX (978) 854-4533

Application for Employment

On Our Team, Everyone Is Important...

This is why Northeast Nursery, Inc. strives to provide everyone with a chance to develop and excel. We seek to employ the best qualified individuals for our positions and to provide equal opportunity for advancement to all employees in a manner that does not discriminate against any person because of race, gender, color, religion, sexual orientation, age, national origin, marital status, disability, citizenship status and any other characteristic covered by law.

ALL SECTIONS MUST BE COMPLETED IN FULL EVEN IF A RESUME IS INCLUDED

PLEASE PRINT CLEARLY

Today's Date _____

Name _____
Last First Middle Initial

Current Address _____ Telephone No. (day) _____
Street (evening) _____
Email: _____
City State Zip Code

How many years have you lived at this address? _____

Previous Address _____
No. Street City State Zip Code

Have you applied at Northeast Nursery before? No _____ Yes _____ When? _____

Have you ever worked at Northeast Nursery? No _____ Yes _____ When? _____

If so, who was your supervisor? _____

Why did you leave? _____

If you are hired, what date will you be available to start work?

Are you 18 years or older? Yes _____ No _____

Are you legally permitted or otherwise authorized to work in the United States? Yes ___ No ___

IN CASE OF

EMERGENCY, NOTIFY _____
Name Address Phone No.

Positions Applied for: Cashier _____ Plant Sales _____ Garden Center Loader _____ Laborer _____

Salary Requested: _____ Equipment Operator _____ Truck Driver _____ Other _____

Do you want to work: Full Time _____ Part Time _____ Weekends Only _____ Seasonal _____

We are open seven days a week. Our busiest times are frequently days and weekends. Preference will be given to applicants with open availability.

What hours are you available to work? (Time - include a.m. or p.m.)
Sunday Monday Tuesday Wednesday Thursday Friday Saturday
From To From To From To From To From To From To From To From To

EMPLOYMENT RECORD

Begin with your most recent employer or present employer. Include any self-employed or unemployed periods. You must account for the past three years or since completing school, whichever is shorter. You may include work performed on a volunteer basis.

PRESENT OR LAST EMPLOYER

Company Name _____ Phone No. _____

Address _____ City _____ State _____

Starting Rate of Pay _____ Last Rate of Pay _____ Employment Dates: ___/___/___ to ___/___/___

Supervisor's Name and Title _____

Reason for Leaving (Be specific) _____

Responsibilities _____

Company Name _____ Phone No. _____

Address _____

Starting Rate of Pay _____ Last Rate of Pay _____ Employment Dates: ___/___/___ to ___/___/___

Supervisor's Name and Title _____

Reason for Leaving (Be specific) _____

Responsibilities _____

Company Name _____ Phone No. _____

Address _____

Starting Rate of Pay _____ Last Rate of Pay _____ Employment Dates: ___/___/___ to ___/___/___

Supervisor's Name and Title _____

Reason for Leaving (Be specific) _____

Responsibilities _____

Are you currently employed? _____ May we contact all the employers listed above? _____

If not, which ones should we not contact and why _____

Have you ever been terminated or asked to resign from any job? If yes, please explain the circumstances.

Please explain any gaps in your employment history:

EDUCATIONAL BACKGROUND

High School Name or GED _____

Address _____

Course or Major _____ Did you graduate? _____

College Name _____

Address _____

Course or Major _____ Did you graduate? _____

Other School Attended _____

Address _____

Course or Major _____ Did you graduate? _____

Conditions of Employment

Northeast Nursery sets high standards for its employees. Compliance with these standards is a Condition of Employment. You need to carefully consider these requirements before accepting a position with us. As an employee, you will be expected to comply fully with these work standards as well as other work rules which will be described in full if you are hired.

CUSTOMER SERVICE

Treat all customers with an exceptionally friendly attitude at all times and under all circumstances.

HONESTY

Be honest with company, customers and coworkers property.

ATTENDANCE/PUNCTUALITY

Always report to work when scheduled and on time.

Call before your scheduled shift when sick.

PERSONAL APPEARANCE

Maintain a business-like, professional appearance (dress and grooming) according to our dress code.

Would you be able to comply with all the requirements as listed? Yes _____ No _____

If no, or if you have concerns about being able to comply with any of these requirements, please explain:

How were you referred to Northeast Nursery?

Walk-in _____

School_____

Newspaper_____

Northeast Nursery Employee____ Name_____

Internet _____

Other_____

ACKNOWLEDGEMENTS AND AGREEMENTS

ALL APPLICANTS - Please read the following and address any questions to the hiring manager before signing below:

I acknowledge that from time to time Northeast Nursery may be required to submit certain information with regard to my employment or application for employment. I hereby release the Company, its agents and assigns from any liability resulting from submitting such information.

I acknowledge that Northeast Nursery may request either prior to and/or after employment that I undergo drug testing and may request, after an offer has been made, a medical exam. I consent and agree to any such exam, if required, now or in the future. I consent and agree to drug testing, if required by law or statute, now or in the future.

I hereby certify that all statements and answers made on this employment application are complete and true. I understand that if, subsequent to employment, any statements and/or answers are found to be false or information is omitted, such false statements or omissions will be considered grounds for termination of my employment.

I understand that if I am employed by Northeast Nursery my employment will be on an at-will basis. As an at-will employee, I understand Northeast Nursery may terminate my employment at any time, for any or no reason.

I understand that when pre-employment drug testing is required by law or statute, a satisfactory result is a condition of employment with Northeast Nursery.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

FOR OFFICE USE ONLY

Interviewed By: _____ Date: _____

Rate: _____

Position Offered: _____

Date Notified: _____

Date Started: _____

Department: _____

Employee Number: _____

Account Number: _____