



EMPLOYMENT APPLICATION

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or disability.

Name:

First

Middle Initial

Last

Present Address:

Street

City

State

Zip Code

Email Address: -----

Telephone No. -----

Job(s) applying for: ----- Desired Rate of Pay:
\$----- per -----

How did you learn of this opening? -----

AVAILABILITY

How many hours available to work per week: ----- Are you available anytime?

Circle: Yes/No

Please state hours available to work and note that at various times of the year, we are open on Sunday's and Holiday's. Start Date desired? ___/___/___

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

HOW WOULD YOU RATE YOURSELF? 1= Improvement needed 2= OK 3= Good 4= Top performer

----- **Energy Level:** Your sense of urgency, self-motivation and enthusiasm.

----- **Communication Skills:** Your ability to listen well, express ideas clearly and accept feedback.

----- **Hospitality:** Your natural friendliness and customer service skills.

----- **Reliability:** Your dependability, attendance, self-discipline and dedication.

----- **Personal Pride:** Your appearance, hygiene and achievement.

----- **Teamwork:** Your cooperation with others and team spirit.

What achievement in life are you most proud of?

What are your personal strengths?

What are your weakest areas?

What are your five-year goals?

Why do you want to work here?

What positive attributes can you bring to Sun River Gardens?

Can you perform the essential functions of this job, with or without accommodations?

Yes _____ No _____

Do you have reliable transportation to work? Yes _____ No _____

Do you have any relatives or friends currently working for Sun River Gardens?

Yes _____ (who?) No _____

Math Test: If there are 6 *Jumbo Packs* to a *flat* and each contains 6 plants, how many plants are in one *flat*? _____

EDUCATION HISTORY

Name/Location of School	Years Attended	Did You Graduate	Subjects Studied
High School:			
College:			
Trade, Business, or Correspondence School			

GENERAL INFORMATION

Please lists any other achievements, certifications, awards, licenses, subjects of study/research or alternate training/skills:

FORMER EMPLOYERS

List below last four employers, starting with the last one first

Date Month/Year	Name & Address Of Employer	Salary	Position	Reason for leaving
From: To:				
From: To:				
From: To:				
From: To:				

REFERENCES

(List below the names of two persons not related to you, whom you have known at least one year)

Name	Telephone No.	Occupation	Years known
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Name	Telephone No.	Occupation	Years known
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IMPORTANT - READ BEFORE SIGNING

I certify that information given herein is true and complete to the best of my knowledge. I understand that incorrect, misleading or incomplete information on this application may result in immediate termination of employment. I understand that this employment application and any other company documents are not contracts of employment and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the employer at any time and for any reason. I also understand that any oral or written statements to the contrary are expressly disavowed and should not be relied upon by any prospective or existing employee. I understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs before and during employment.

Signed _____

Date _____

OFFICE USE ONLY

Date submitted: _____	Received by: _____
Date of interview: _____	Other Notes: _____

Job Descriptions:

Gift Shop Sales & Customer Service (Cashier)

We're looking for an experienced customer service pro to work at our cash registers. You'll ring folks up, answer tons of questions, help connect our customers to the appropriate salesperson, answer the phone, keep our cash register station clean and well organized, help with shop displays, and above all else, spread really good feelings to everyone you interact with!

Does this sound like something you'd like to do?!? Hope so!

KNOWLEDGE, SKILLS, AND ABILITIES

- . At least 1 year of register or customer service experience
- . Outstanding customer service skills
- . An ability to multi-task, especially during busy times
- . A passion for being accurate and efficient!
- . Willingness to follow processes and procedures
- . Able to comfortably and repeatedly lift 40 lbs
- . Able to work standing, bending, moving, or lifting 100% of the day
- . Able to stand behind a register for an entire shift (up to 8 hours)
- . **Must work well in a team**
- . **Must be willing to work weekends and holidays**
- . Plant knowledge is a plus!

RESPONSIBILITIES

- . Cashiering
- . Greeting customers
- . Answering phones and transferring calls
- . Maintaining a clean and inviting gift shop environment
- . Completing the Opening and Closing Checklists
- . Working with other team members to complete tasks as needed

WE ARE LOOKING FOR SOMEONE WHO IS:

- . Friendly and outgoing
- . A great communicator
- . A team player
- . Organized and dependable
- . Professional
- . Eager to learn and grow!

Note: Hourly based pay

Nursery Sales & Customer Service

We're looking for an experienced nursery pro to work in our greenhouse and outside nursery grounds. You'll work with customers and answer tons of questions, help with display designs and plant selections to better sell merchandise, plants, and trees, take care of our nursery stock, assist in the creativity aspect of the store by way of merchandising, help to keep the gardens clean and well organized, and of course, above all else...spread really good feelings to everyone you interact with!

Please Note: You won't need to have the kind of super star plant ID skills required that a professional gardener or landscaper would have, but if you do, bring it! We'd love to have you aboard! Ooh and one more thing...the ability to identify plant pests and diseases would be a major plus! But of course, not necessary! ☺

KNOWLEDGE, SKILLS, AND ABILITIES

- . At least 1 year experience in a nursery environment
- . A desire to learn is a must!
- . A passion to learn about and care for plants!
- . Must have outstanding customer service skills
- . Must be physically fit and able to comfortably and repeatedly lift 50 lbs
- . Able to work standing, bending, moving, or lifting 100% of the day
- . Must be a team player and have great communication skills
- . Must have a really outgoing and friendly personality
- . Must have strong self-starting motivation
- . Merchandise knowledge in the categories of outdoor nursery and accessories preferred
- . **Must be willing to work weekends and holidays**

RESPONSIBILITIES

- . Helping customers to find plants and answers questions about their gardening projects
- . Answering plant and pest/disease questions in person and over the phone
- . Greeting customers throughout the nursery yard, greenhouses and gift shop
- . Stocking, watering, and maintaining plant displays
- . Assisting with receiving as directed by store managers
- . Gathering plant selections for customers and landscapers
- . Helping load customer vehicles
- . Working with other team members to complete tasks as needed

WE ARE LOOKING FOR SOMEONE WHO IS:

- . Friendly
- . Outgoing
- . A great communicator
- . A team player
- . Professional
- . Eager to learn and grow!

Note: Hourly based pay

Carryout & Customer Support

Our Customer Support staff is key to providing outstanding Customer Service. This is a job that is full of variety, from helping customers load their vehicles to rounding up and securing carts, to helping with all types of set-ups and take down projects. All of our internal departments count on Customer Support to assist them and meet the needs of our employees and customers on a daily basis.

KNOWLEDGE, SKILLS, AND ABILITIES

- . At least 1 year of customer service oriented work
- . Able to offer outstanding service to our customers
- . Able to prioritize and multi-task, especially during busy moments
- . Loves to work both inside and outside in all weather conditions!
- . Can you walk at least 1 mile daily to cover a 2 acre retail site?
- . Able to repeatedly lift and carry up to 50 lbs. throughout the day
- . Able to work standing, bending, moving, or lifting 100% of the day
- . **Must be willing to work weekends and holidays**

RESPONSIBILITIES

- . Loading soils, plants, and other large items into customer vehicles
- . Maintaining a clean and inviting nursery environment and parking lot
- . Returning shopping carts left outside the store front to the nursery yard
- . Keeping the soil pallet area clean and organized
- . Assisting in unloading trucks
- . Restocking hard goods, fertilizers and other plant care products
- . Helping with heavy lifting throughout the nursery
- . Working with other team members to complete tasks as needed

WE ARE LOOKING FOR SOMEONE WHO IS:

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- . A team player
- . Professional
- . Eager to learn and grow!

Note: Hourly based pay

Receiving/Inventory Specialist

Primary responsibilities include but are not limited to: maintaining an accurate inventory database, data entry, managing the receiving, stocking, and pricing of green and home goods, as well as assisting customers with purchases, answering telephones, and providing excellent customer service. The inventory specialist coordinates just about everything that happens in the receiving of goods for the store and is also expected to become knowledgeable and passionate about the goods and products they

oversee. You'll also be expected to help us create an inspiring and uplifting experience for every customer.

PEOPLE

- Reports to Receiving Manager on a daily basis to prioritize and complete weekly directives within the department.
- Work productively with the receiving team and take initiative to work with others towards a common collaborative goal.
- Be flexible and do what is needed to accomplish the goals of the company.
- Attendance and timeliness to work is imperative.
- Attend all scheduled work meetings.

EXPECTATIONS

- Unload and process all shipments (green and home goods)
- Ensure counts are accurately recorded when checking in product.
- Ensure product is tagged accurately and according to Sun River Gardens aesthetic and inventory standards.
- Update and maintain an accurate computer inventory for all departments.
- Document and report all damages (green and home goods)
- Assist with operational duties as needed.
- Support store team with efficient controls and processing of inventory.
- Maintain an efficient and well-organized stock room.
- Implement methods and systems to house product for easy access by all staff.
- Assist in efficiencies of the restocking process to continually maintain store stock levels.
- Maintain and organize all receiving paperwork.
- Exhibit awareness of Loss Prevention issues and Inventory Control measures (e.g., receiving process, cycle counts, etc)

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be physically fit -- able to lift at least 50lbs and push 100lbs on a daily basis.
- Must be willing and able to work outside in all weather conditions.
- Ability to be able to work on your feet for up to 8 hours.
- Maintain a high level of productivity working both independently and with a team.
- Basic horticultural knowledge preferred, but not necessary.
- Forklift certification preferred, but not necessary.
- Must have basic computer skills, including processing sales transactions
- Must be familiar with Microsoft Access, Excel, or other database software
- Natural leader with a positive attitude
- Possess effective and positive communication skills.
- Must be very organized.
- Excellent team and communication skills
- Must have an excellent ability to multi-task

- Must have an outgoing and friendly personality
- Do you exude passion for being accurate and efficient at anything you do?

HOURLY BASED PAY

POSITION AVAILABLE:

1- Year-Round/Full-Time

FOR FULL TIME POSITION, WEEKENDS AND HOLIDAYS ARE A MUST!