Application for Employment

An Equal Opportunity Employer



Sylvan Nursery 1720 Shiloh Road Billings, MT 59106

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Position(s) applied for Garden Center Worker, General Laborer, Lawn Maintenance, Irrigation	Date of application	
Type of employment preferred: (Please check only one.)	Full-Time Part-Time	
Rate of pay expected		
PERSONAL Name		
Last	First	Middle
Address		
Street	City	State Zip
Telephone # ()	Social Security #	
Cell Phone # ()	E-mail Address	
Have you submitted an application here before? If yes, give date(s)		Yes 🔲 No 🗔
Have you ever been employed here before? If yes, give dates		
Are you legally eligible for employment in the U.S.A.?		Yes 🔲 No 🗔
Can you perform the essential functions of the job you are accommodations? (Read "Job Description", under Job S If no, please explain		Yes 🔲 No 🗌
Will you work additional hours if required?		Yes 🔲 No 🛄
Would it be a problem for you getting to work at the reque	ested times?	Yes 🔲 No 🗔
Have you been convicted of a crime in the last seven (7) If yes, please explain		
CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYME TO THE POSITION FOR WHICH YOU ARE APPLYING.	ENT. EACH INSTANCE AND EXPLANATION WILL BE C	ONSIDERED IN RELATION
If you are making application for General Laborer, Lawn I following 2 questions.	Maintenance, Irrigation or Landscaping, please	answer the
MT Driver's License #		
Do you have a valid MT driver's license without any movin	ing violations in the past 3 years?	. Yes 🔲 No 🛄

Employment History

Provide the following information on your present and past employment, assignments or volunteer activities, starting with the most recent (during the past 10 years). Explain any employment gaps in comment section below.

IMMEDIATE SUPERVISOR AND TITLE \$	URLY RATE/SALARY STARTING PER URLY RATE/SALARY FINAL PER DATES EMPLOYED SUMMARIZE THE TYPE OF WORK
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REASON FOR LEAVING HOUR	URLY RATE/SALARY
	FINAL
MAY WE CONTACT FOR REFERENCE? YES NO LATER \$	PER
Comments: INCLUDING EXPLANATION FOR ANY GAPS IN EMPLOYMENT	

Educational background

SCHOOLS - List last three (3) schools	NUMBER OF YEARS	DEGREE	GPA	MAJOR	MINOR
attended, starting with most recent.	COMPLETED	DIPLOMA	CLASS RANK		

References

List name and telephone number of three business/work references who are <u>not</u> related to you and are <u>not</u> previous supervisors. If not applicable, list three school or personal references who are <u>not</u> related to you, whom you have known for at least one year.

NAME		TELEPHONE	YEARS KNOWN
	()	
	()	
	()	

Please indicate what days of the week and hours you are available to work. Please include any schedule changes that may take place within the next 6 months. First shift starts as early as 7:30 a.m. Last shift ends approximately 7:30 p.m. Garden Center workers are required to work Saturdays and Sundays.

Sunday	Thursday
Monday	Friday
Tuesday	Saturday
Wednesday	Holidays
	(Mother's Day & Memorial Day)

If your application is considered favorable, on what date will you be available to start work?

Additional Information

Please indicate the level of experience you have had with the following, by placing a check mark in the appropriate column for each item listed.

Tell us a little about any landscaping, irrigation or lawn maintenance experience you have had or any other experience which may be beneficial to the position you are applying for.

PLEASE READ AND SIGN BELOW

I understand the job I am applying for is SEASONAL. As a candidate for a position with Sylvan Nursery, I understand that my availability to work in the height of the season (varies by position) is a prime qualification for the job. If hired, I agree not to ask for more than two consecutive days off during the height of the season. I may also be required to work overtime when necessary to fulfill the business needs. In addition, my hours may be reduced when necessary. If I am not able to fulfill the above requirements, I understand this may be cause for dismissal. I also understand that Sylvan Nursery will not tolerate drug or alcohol use and Sylvan Nursery maintains a smoke free environment. In addition, the facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history. I understand that I have the right to make a written request within a reasonable period of time to receive detailed information about the nature and scope of any such investigative report that is made. I further understand that if employed, I may be terminated for failure to follow the Company's Policies which will be given to me on my first day of employment.

Applications are kept on file for 6 months in the event openings become available.

Signature of Applicant

Date

DO NOT WRITE BELOW THIS LINE

Interviewed by:			Date:
Hired	Yes	No	Position:
Salary/Wage:			Date & Time Reporting to Work:
Comments:			
Signature of Ap	oproval		

	Lots of Knowledge & Experience	Some Knowledge & Experience	Minimal Knowledge & Experience	Not Familiar With
Home Gardening - Vegetables			·	
Bedding Plants - Annuals				
Perennials				
Herbs				
Shrubs				
Roses				
Trees				
Fruit Trees				
Native Plant Material				
House Plants				
Pond/Water Plants				
Lawns				
Soils				
Watering				
Fertilizers				
Pesticides/Insecticides				
Herbicides/Weed & Grass Killer				
Cash Handling				
Planting/Transplanting				
Pruning/Trimming				
Retail Sales				
Setting up Displays/Merchandising				
Plant Problem Diagnosis				
Informal Landscape planning/designing				
Landscape Plans/Designer				
Sprinkler Sales/Installation				
Greenhouse Management				
Dog & Cat Food/Nutrition				
Pond Fish/Koi				