

# Cayuga Landscape Co., Inc.

2712 Triphammer Rd. Ithaca, N.Y. 607-257-3000

## Application for Employment (Garden Center)

Date: \_\_\_\_\_

### Personal Information

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Present Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ S.S.#: \_\_\_\_\_ Citizen of U.S.: \_\_\_\_\_ Age if under 18: \_\_\_\_\_

How long have you resided in Tompkins County? \_\_\_\_\_ Working in our garden center will usually require a moderate amount of lifting. Would you be comfortable lifting up to 70 pounds on occasion and lifting 20 pounds for more extended periods? \_\_\_\_\_

Would you be willing to observe our non-smoking policy? \_\_\_ Do you have reliable transportation? \_\_\_  
Are you able to attend our Thursday 7:30 am staff meetings? \_\_\_\_\_  
What drew your attention to employment opportunities here? \_\_\_\_\_

In emergency, contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Position Desired

Date you can start work \_\_\_\_\_ How long could you work here for \_\_\_\_\_

Type of work desired:                      Full-time              Summer or Seasonal              Part-time

Are you employed now? \_\_\_\_\_ Where: \_\_\_\_\_ What wage do you expect: \_\_\_\_\_

Being a retail store, people who can work both days of the weekend during our busy season and at least one day of the weekend at other times are of greatest value to us.

What days and times are you willing to work? (be thorough) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List schedule limitations including future obligations: \_\_\_\_\_  
\_\_\_\_\_

How do you feel about working overtime hours during our busy season? \_\_\_\_\_  
\_\_\_\_\_

Do you understand that your employment is at the will of Cayuga Landscape Co., Inc.? \_\_\_\_\_

### Official Record

Have you ever been convicted of a crime? \_\_\_\_\_ If yes, when? \_\_\_\_\_ For what: \_\_\_\_\_

Do you have a valid NYS Drivers license? \_\_\_ What class? \_\_\_\_\_ License #: \_\_\_\_\_

Do you have infractions; if so what are they? \_\_\_\_\_

**Skills**

List previous experience that would be relevant to working in a garden center and explain

Loader experience \_\_\_\_\_

Plant experience \_\_\_\_\_

Customer service \_\_\_\_\_

Register and computer operation \_\_\_\_\_

Other \_\_\_\_\_

How would you characterize yourself when it comes to getting along with other people? \_\_\_\_\_

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On a scale of 1-10 how well do you know the following plant and product categories?

Woody shrubs \_\_\_\_\_ Trees \_\_\_\_\_ Perennials \_\_\_\_\_ Annuals \_\_\_\_\_ Houseplants \_\_\_\_\_

Herbicides/Pesticides \_\_\_\_\_ Fertilizers \_\_\_\_\_ Water gardening \_\_\_\_\_

**Education**

High School and Location \_\_\_\_\_ Date Graduated \_\_\_\_\_

College Name \_\_\_\_\_ Degree \_\_\_\_\_ GPA \_\_\_\_\_ Date Graduated \_\_\_\_\_

**Employment History**

Company Name/Address/Phone      Wage      Position      Dates      Reason for leaving

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**References - List people such as teachers, and managers. No friends or relatives.**

Name      Address/Phone #      Occupation      Relationship to You

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**Terms of Employment:** I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of wages, be terminated at any time without any previous notice. Furthermore, I understand and agree that it is my responsibility to read and abide by the conditions in the current Cayuga Landscape Staff Handbook.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_