



Moss Garden Center Application for Employment

- Full-time
- Part-Time
- Temporary
- Internship

Date of Application _____ Position(s) Sought _____

When are you available to start work? _____ What is your desired wage? _____

General Information

First Name _____ Last Name _____

Physical Address Street _____ City _____ State _____ Zip _____ Cell Phone _____

Mailing Address Street _____ City _____ State _____ Zip _____ Home Phone _____ Email _____

Are you available to work from 8:30 am to 6:30 pm? Yes No What days are you available to work? Mon Tues Wed Thurs Fri Sat Sun

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes No Are you 18 years of age older? Yes No

Have you ever been convicted of a criminal offense (other than a minor traffic offense)? Yes No If yes, please explain _____

Do you have computer experience? Yes No Do you have experience working with a Point of Sale register? Yes No

At Moss Garden Center we are looking for self-motivated individuals who are interested in learning about plants and gardening and are willing to share this information with our customers. Customer service, plant care and teamwork are our primary job objectives during the workday. The job requirements will include lifting heavy bags of soil and bark weighing up to 50 pounds, unloading trucks when they arrive and displaying new merchandise.

Are you capable of performing in a reasonable manner the activities involved in the job for which you have applied? Yes No

Please explain why you would like to work at Moss Garden Center _____

Education

School	Name & Address of School	Course of Study	Years Completed	Degree/Diploma/Certificate
High School				
Undergraduate College				
Graduate/Professional				
Trade/Other				

General Information

Are you currently employed?

Yes No

May we contact your current employer?

Yes No

Describe all work experience (paid & unpaid) starting with most recent

Name of Organization		Position	<input type="checkbox"/> Full Tme <input type="checkbox"/> Part Time <input type="checkbox"/> Internship <input type="checkbox"/> Volunteer <input type="checkbox"/> Other – Specify <hr/>
Phone	Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
City	State	Dates employed From _____ To _____	
Duties			

Name of Organization		Position	<input type="checkbox"/> Full Tme <input type="checkbox"/> Part Time <input type="checkbox"/> Internship <input type="checkbox"/> Volunteer <input type="checkbox"/> Other – Specify <hr/>
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City	State	Dates employed From _____ To _____	
Duties			

Code of Conduct

Moss Garden Center wants to encourage a safe and pleasant work atmosphere. This can only happen when everyone cooperates and commits to appropriate standards of behavior. Initial each line and sign at the bottom to indicate that you agree.

- I agree to be Drug & Alcohol free while at work. _____
- I agree to arrive at work on time. _____
- I agree to be ready & prepared to work at the scheduled start time. _____
- I will perform all duties and work with a positive attitude. _____
- I agree to treat co-workers with respect and dignity. _____
- I agree to be consistent in my moods and behavior while at work. _____
- I am responsible for my own actions and activities while at Moss Garden Center. _____
- I agree to not talk and text on my cell phone while at work. _____
- I agree to keep personal phone calls to a minimum and not exceed 2 minutes. _____
- I agree to dress appropriately while at work. i.e. raincoats, hat, sunscreen, closed ended shoes. _____
- I agree to be honest and conduct myself in an ethical manner while at Moss Garden Center. _____
- I agree to make good use of my time and be productive at all times. _____
- I acknowledge while in the Garden Center that there is no sitting down while performing tasks unless office related. _____
- I acknowledge that customers are my first priority and each need to be attended to in a courteous and friendly manner. _____

Date

Signature

Background Check Consent

I hereby authorize Moss Garden Center to perform a check of my background, including:

- Criminal Record
- Driving Record
- Personal References
- Past Employment/Volunteer Status

And any other persons or sources as appropriate for the position for which I have expressed an interest.

I understand that I do not have to agree to this background check, but that refusal to do so may exclude me from consideration.

I understand that information collected during this background check will be limited to that appropriate to determining my suitability for certain positions and that all such information collected during the check will be kept confidential.

I hereby extend my permission to those individuals or organizations contacted, for the purpose of this background check, to give their full and honest evaluation of my suitability of the described position and such other information, as they deem appropriate.

Date

Signature

Summary

I understand that any omission or misrepresentation with respect to this information may be cause for denial or immediate termination of employment.

Date

Signature