



Greenworld Employment Application

Please circle Desired Position

Landscape | Retail | Nursery | Irrigation | Other

Please circle

Full or Part Time

Applicant Information

*Do you have a valid driver's license? YES ☐ NO ☐ Is there anything that prohibits you from driving? YES ☐ NO ☐

Full Name: _____ Date: _____
First Last Middle Initial

Address: _____ Age: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Desired Salary: \$ _____ Can you provide TWO forms of ID YES NO
☐ ☐

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
☐ ☐ ☐ ☐

Have you ever worked for this company? YES NO If so, when? _____
☐ ☐

Education

High School: _____ Address: _____

Did you graduate? YES NO Degree: _____
☐ ☐

College: _____ Address: _____

Did you graduate? YES NO Degree: _____
☐ ☐

Other: _____ Address: _____

Did you graduate? YES NO Degree: _____
☐ ☐

References

Please list three professional references **that can be contacted.**

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____



Previous Employment

1) Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$_____ Ending Salary: \$_____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

2) Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$_____ Ending Salary: \$_____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

3) Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$_____ Ending Salary: \$_____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Are you currently Employed? Yes ☐ No ☐ May we contact your current supervisor? Yes ☐ No ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

In case of Emergency contact: _____ Phone: (____) _____

OFFICE USE ONLY

Interviewed by: _____

Hired: YES ☐ NO ☐

Wages: _____

Benefits: _____



Do you have experience in these areas	Yes	No	Willing to Learn
Nursery:			
Identification of trees and shrubs			
Planting trees, shrubs, perennials, and annuals			
Staking trees			
Chemical application			
Sales experience of above items			
Computer experience/ Point of Sales System			
Landscape:			
Installing edging			
Installing weed barrier and mulch/rock			
Digging holes with a spade			
Installing brick patios and walkways			
Installing retaining walls			
Installing lawn irrigation			
Preparation of sod bed, laying sod			
Lawn fertilization			
Operation of:			
Manual transmission vehicle			
Skid Loader			
Yard Tractor			
Trencher			
Vibrating plow			
Sod Cutter			
Tiller			
Plate Packer			
Concrete Saw			
Chain Saw			
Minor Vehicle Maintenance			
Small Engine Repair			
Management:			
Reading a Landscape Plan			
Supervising a Crew			
Job reports and Material management			
Commercial Driver's License (CDL)			
Any additional Skills:			



Future Greenworld Employees

Greenworld is a locally owned corporate business, open in Sioux Center since 1981. We are a design/build landscape company with a retail nursery and garden center. Our focus is landscaping, nursery stock, and other garden related materials. Our growth depends on repeat customers who respond to a combination of our quality workmanship, products, and the service they receive from our employees, and the overall satisfaction they get from their shopping experience with us. In short, we wouldn't be in business without our customers.

We consider our employees our most important asset, and this is what we expect from you:

Image

Image is very important to us. Each division within the company has a dress code and uniform requirement appropriate for the type of work performed, which you are expected to wear. Stained, torn, or excessively baggy clothing is unacceptable. Visible pierced body parts other than earrings may not be worn during business hours. Men are expected to come to work with groomed faces, permanent bears or mustaches are perfectly fine.

Attitude

Our employees are expected to show up to work on time consistently. We are not interested in "clock-watchers". We expect our employees to ask us: "Is there anything else that needs to be done?" before ending each shift and clocking out. We are interested in people that care enough about our company and customers to "go the extra mile". We encourage and reward our employees who take the time to offer ideas or suggestions that might make our company run more efficiently, service our customers better, increase our business, or save us time and money. We expect our company policy to be followed and respected.

Physical Work Environment

You will work both indoors and outdoors in all types of weather conditions including sun, heat, cold, rain and snow. Attire appropriate for weather conditions is your responsibility. Your job is physical, and requires frequent bending, grabbing and lifting. You will be on your feet all day, standing and walking and throughout you will need to be both pleasant and energetic. NOTE: You will be expected to be able to lift at least a five-gallon shrub/tree and a 2 cu. Ft. bag of soil (on your own). We encourage you to maintain good physical and mental preparedness to enable you to perform your work duties in a consistent, high-performance type manner.

Social Work Environment

We have a very social, caring, and outgoing staff. It is important that you are able to get along well with people and the rest of our staff to be a cohesive part of our team. Our company does not tolerate chronic complainers. All employees are expected to get along with each other. We do not tolerate personal complaints of fellow employees unless their actions make you feel uncomfortable or affect your ability to complete your work properly. We expect every employee to carry their weight and perform their responsibilities in an appropriate manner. In return we are flexible, and we will support our growth both personally and professionally.

Customer Service

As an employee of Greenworld, you are expected to offer polite, prompt, energetic, enthusiastic, and courteous service with a smile. Our employees must have the ability to anticipate a customer's needs before being asked. You will need to have the ability to be patient when confronted with a challenge, and to continually seed out knowledge of all our plants and products. Our customer's time is valuable to them and the help they receive from our staff should be nothing less than immediate – nothing short of excellent.

Summary

If you feel you have the above qualities and can work within the parameters of our company policy and work environment, we encourage you to complete our job application. Thank you.

I have read and understand the above.

Employee signature: _____ **Date:** _____