

# PORTLAND NURSERY

## Application for Employment

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
CITY STATE ZIP

Telephone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

### **WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

Applications are received and employees are hired without regard to race, creed, color, sex, religion, age, national origin, marital status, disability, sexual orientation, veteran's status, citizenship status, or any other protected classes under state, local, or county regulations. The receipt of this application does not mean that job openings exist and does not obligate us in any way. We appreciate your interest in our organization.

### **ALL QUESTIONS MUST BE ANSWERED**

**STATE "N/A" IF QUESTION IS NOT APPLICABLE**

**PORTLAND NURSERY IS A DRUG FREE WORKPLACE**

# PERSONAL INFORMATION

(PLEASE PRINT)

Date of Application \_\_\_\_\_ Position Applied For \_\_\_\_\_

Salary Expectation \_\_\_\_\_ When would you be available to start? \_\_\_\_\_

Are you available to work (please circle all that apply) Full Time Part Time Opening Closing Any Shift

**Note that weekends are required for most positions. All shifts are 8 hours.**

## DAYS AVAILABLE FOR WORK (please check all that apply)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           |          |        |          |

How were you referred to us? \_\_\_\_\_

Have you filed an application here before? Yes\_\_\_ No\_\_\_ If yes, date/location \_\_\_\_\_

Have you ever been employed here before? Yes\_\_\_ No\_\_\_ If yes, date/location \_\_\_\_\_

Are you employed now? Yes\_\_\_ No\_\_\_ May we contact your present employer? Yes\_\_\_ No\_\_\_

Does your present employer know of your plans to change employment? Yes\_\_\_ No\_\_\_

Why do you desire to make a change? \_\_\_\_\_

Are you on a layoff and subject to recall? Yes\_\_\_ No\_\_\_

Have you ever been discharged or requested to resign from a position? Yes\_\_\_ No\_\_\_ If yes, please explain.  
\_\_\_\_\_

Do you have reliable means to ensure on time arrival? Yes\_\_\_ No\_\_\_ Can you travel if the job requires it?  
Yes\_\_\_ No\_\_\_

Have you ever held a position of trust (handling money or confidential material)? Yes\_\_\_ No\_\_\_

Have you ever been refused Bond? \_\_\_\_\_ If Yes, please explain. \_\_\_\_\_

Are you legally eligible to work in the United States? Yes\_\_\_ No\_\_\_

**(Proof of citizenship/immigration status & identity is required upon employment.)**

Do you hold a valid driver's license? Yes\_\_\_ No\_\_\_ List State \_\_\_\_\_

Have you been convicted of any moving violation(s) in the last 3 years? \_\_\_\_\_ If Yes, give date(s) and  
explanation. \_\_\_\_\_

List three things that are important to you in a work environment: 1) \_\_\_\_\_

2) \_\_\_\_\_ 3) \_\_\_\_\_

List three characteristics that best describe you: 1) \_\_\_\_\_

2) \_\_\_\_\_ 3) \_\_\_\_\_

Why do you want to work here?

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# EMPLOYMENT HISTORY

(Must be completed even when accompanied by resume). Start with your present or last job. Include ALL assignments and positions held in the last 10 years. Be specific about information and dates.

A COMPLETE WORK HISTORY MUST BE PROVIDED. EMPLOYMENT "GAPS" MUST BE LISTED.

|                                 |                    |            |  |
|---------------------------------|--------------------|------------|--|
| Employer:                       | Dates Employed     |            | Summary of Work Performed & Job Responsibilities |
|                                 | From (Mo/Yr)       | To (Mo/Yr) |  |
| Address (Street, City & State): |                    |            |  |
|                                 | Phone:             |            |  |
| Job Title:                      | Hourly Rate/Salary |            |  |
|                                 | Starting           | Final      |  |
| Supervisor:                     |                    |            |  |
| Resigned____ Terminated____     |                    |            |  |
| State Reason:                   |                    |            |  |
| Employer:                       | Dates Employed     |            | Summary of Work Performed & Job Responsibilities |
|                                 | From (Mo/Yr)       | To (Mo/Yr) |  |
| Address (Street, City & State): |                    |            |  |
|                                 | Phone:             |            |  |
| Job Title:                      | Hourly Rate/Salary |            |  |
|                                 | Starting           | Final      |  |
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| Job Title:                      | Hourly Rate/Salary |            |  |
|                                 | Starting           | Final      |  |
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| Address (Street, City & State): |                    |            |  |
|                                 | Phone:             |            |  |
| Job Title:                      | Hourly Rate/Salary |            |  |
|                                 | Starting           | Final      |  |
| Supervisor:                     |                    |            |  |
| Resigned____ Terminated____     |                    |            |  |
| State Reason:                   |                    |            |  |

If you need additional space to provide full work history, you may attach a separate sheet of paper.

## SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications from employment or other experience

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List professional, trade, business or civic activities and offices held. (Do not list religious or ethnic affiliations)

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Computer skills (list programs and proficiency level)

Typing \_\_\_\_\_ WPM

What foreign languages do you speak, read and/or write? \_\_\_\_\_

## EDUCATION INFORMATION

| SCHOOLING                    | YEARS COMPLETED | DEGREE REC. & MAJOR SUBJECTS | NAME OF SCHOOL | LOCATION | DID YOU GRADUATE? |
|------------------------------|-----------------|------------------------------|----------------|----------|-------------------|
| GRAMMAR OR HIGH SCHOOL       |                 |                              |                |          |                   |
| TRADE BUS. OR CORRESPONDENCE |                 |                              |                |          |                   |
| COLLEGE                      |                 |                              |                |          |                   |
| GRADUATE SCHOOL              |                 |                              |                |          |                   |

Honors Received:

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## AGREEMENT

The facts set forth in my application for employment are true and complete. I understand that false statements or omission of information on this application or any other employment form may lead to dismissal or denial of employment. You are hereby authorized to make any investigation of my personal history, financial, criminal, credit and motor vehicle records through any investigative or credit agencies or bureaus of your choice. A criminal record or sentence is not an automatic disqualification for employment. I agree to submit to any drug or alcohol testing prior to or after employment and I agree to submit to a medical evaluation, if required.

I understand that if my application is accepted that employment with this company at all time is employment "at will." It is further understood that this "at will" relationship may not be changed by any written document, verbal statements, or by conduct unless such change is specifically acknowledged by an authorized executive of the company. I further understand that my "at will" employment may be terminated at any time by myself or the company and includes no guarantee, contract, or promise of employment for any specific length of time

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

In case of emergency, I authorize you to notify: \_\_\_\_\_

Work Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_