

PORTLAND NURSERY

EMPLOYMENT APPLICATION



Print Name: _____

Position Applying for: _____

Today's Date: _____

Welcome to Portland Nursery! *Before completing the employment application, we want you to know a few things.*

As part of the application process, the company may verify information on your application form. If you report false, inaccurate, misleading or incomplete information, we may reject your application or terminate your employment if we discover such information after the date of hire.

The purpose of the employment application is to give you the opportunity to provide the company with information about your skills, experience, abilities and other personal attributes that meet the qualification requirements for the available job position. Please understand a number of people will apply for job openings and Portland Nursery does not guarantee anyone an interview or consideration beyond completing the employment application.

Portland Nursery is an **Equal Employment Opportunity** Employer. Our objective is to select the most qualified individual for the job regardless of any protected classification. We encourage you to provide us with complete and accurate information that demonstrates your qualifications to perform the duties of the job you are applying for. 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.

Portland Nursery is a DRUG FREE workplace. A criminal history will not necessarily bar you from employment. We will consider the nature of the crime, nature of the job, length of time since the crime, and evidence of rehabilitation. Portland Nursery provides required notices, disclosures and requests for authorization whenever the information sought falls under the requirements of the federal Fair Credit Reporting Act.

We appreciate your interest with our company. You can learn more about us at www.portlandnursery.com

To be considered, this application must be filled out completely by the applicant. We ask that you complete all inquiries on the application accurately and truthfully. *Print clearly in ink – Answer all questions fully and accurately – Please do not use “See Resume”*

APPLICANT INFORMATION

Name: _____			
Address: _____			
Street Address		Apartment/Unit #	
City		State	Zip Code
Best Phone Number to Contact you: () _____	Alternate Phone: () _____		
Email Address: _____	Desired Salary \$ _____		
Are you 18 years of age or older?		YES	NO
Are you able to perform the essential functions of the job as outlined in the job description? If no, please explain:		YES	NO
Are you legally eligible for employment in the U.S.? <i>If hired, proof of identity will be required.</i>		YES	NO
Are you currently on "lay-off" status and subject to recall?		YES	NO
Do you have any relatives or friends (including roommates) who currently work for Portland Nursery? If yes, list name:		YES	NO
Have you ever worked for our Company before? If yes list date:		YES	NO
Are you currently employed?		YES	NO
Have you ever held a position of trust with money or confidential information?		YES	NO
Have you ever been discharged or asked to resign?		YES	NO
Do you have reliable means to ensure on time arrival to work?		YES	NO
If currently employed why do you desire to make a change?			
List three things that are important to you in a work environment:			
List three characteristics that best describe you:			
Why do you want to work at Portland Nursery?			

EDUCATION

	Name of School	Course of Study	No. Of Years	Degree Awarded
High School				
Undergraduate School				
Graduate School				
Other (please specify)				

QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience. List professional, trade, or business activities and office/licenses/certifications currently held.

EMPLOYMENT HISTORY

Please begin with your most current employer and account for ALL periods of employment and any breaks between.

Company:		Dates Employed		Work Performed:
Address:		From	To	
Job Title:				
Supervisor:				
Phone:	()			
Reason for Leaving:				
		YES	NO	
May we contact your previous/current supervisor for a reference?				

Company:		Dates Employed		Work Performed:
Address:		From	To	
Job Title:				
Supervisor:				
Phone:	()			
Reason for Leaving:				
		YES	NO	
May we contact your previous/current supervisor for a reference?				

Company:		Dates Employed		Work Performed:
Address:		From	To	
Job Title:				
Supervisor:				
Phone:	()			
Reason for Leaving:				
		YES	NO	
May we contact your previous/current supervisor for a reference?				

Company:		Dates Employed		Work Performed:
Address:		From	To	
Job Title:				
Supervisor:				
Phone:	()			
Reason for Leaving:				
		YES	NO	
May we contact your previous/current supervisor for a reference?				

Explain any gaps of employment. Please **exclude** explanations that may indicate race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected class.

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POSITIONS THAT REQUIRE DRIVING ONLY

If the position applied for involves driving, have you ever been CONVICTED, pled GUILTY, or NO CONTEST, or FORFEITED BOND OR BAIL for any traffic violation in the past three years? Yes No If yes please explain:

Answering "yes" to the above question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violations, rehabilitation and position applied for will be taken into account.

PROFESSIONAL REFERENCES

Please list three professional references such as former supervisors and managers. Please do not include personal references.

Full Name: _____	Relationship: _____
Company: _____	Phone: () _____
Address: _____	

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Address: _____	

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Company: _____	Phone: () _____
Address: _____	

AVAILABILITY

Date Available: _____ Are you looking for Part-time Full-time Seasonal Temporary

Note: Weekends are required for most positions. All shifts are 8 hours.

Days Available for Work:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Do you have any specific times you cannot work? _____

DISCLAIMER AND SIGNATURE

DO NOT SIGN UNTIL YOU HAVE READ THE FOLLOWING APPLICANT STATEMENT

I certify that I have answered all questions truthfully and have not withheld any information. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements, omissions of the application information, attachments, and supporting documents generally will result in denial of employment or immediate termination, regardless of when and how discovered. *Your application will be active for 60-days. If you want to be considered for openings that occur after the 60-day period, then you must complete a new application.*

If I am hired I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the company.

I hereby understand and acknowledge that if selected, I will be required to provide proof of my identity and legal right to work in the United States. I understand if I do not provide this documentation within three (3) business days of beginning work my employment will be terminated. I further understand federal law imposes imprisonment and/or fines upon any person who makes a false statement, uses a document issued to someone else, or uses a counterfeit, altered, forged or falsely made document to obtain employment.

If you have a disability that prevents you from successfully demonstrating your qualifications in any step of the hiring process, you may request an accommodation. If one is needed you must inform Human Resources as soon as possible so we have enough time to make the necessary arrangements.

In submitting this application for employment, I understand that Portland Nursery will investigate the information I provide. By signing below I authorize Portland Nursery to investigate my references, work record, education and other matters related to my suitability for employment. I release Portland Nursery, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I certify that I have read and fully understand and accept all terms of the foregoing Employment Application.

Signature: _____

Date: _____