PORTLAND NURSERY

EMPLOYMENT APPLICATION

PRINT NAME: _____ **TODAY'S DATE:** _____

POSITION APPLYING FOR: _____

WHICH LOCATION ARE YOU APPLYING FOR?: ☐ STARK ☐ DIVISION ☐ EITHER

Welcome to Portland Nursery

Before completing this employment application, please review the following information carefully.

As part of the application and hiring process, Portland Nursery may verify the information provided by applicants. Any false, inaccurate, misleading, or incomplete information may result in disqualification from consideration or termination of employment if discovered at any time after hire.

The purpose of this application is to obtain information regarding an applicant's qualifications, including skills, experience, abilities, and other job-related attributes. Submission of an employment application does not guarantee an interview or further consideration. Receipt of this application does not constitute an offer of employment, does not indicate that a position is available, and does not create any contractual obligation on the part of Portland Nursery.

Portland Nursery is an Equal Employment Opportunity Employer and complies with all applicable federal, state, and local employment laws, including those of the State of Oregon. Employment decisions are based solely on job-related qualifications and business necessity and are made without regard to race, color, creed, sex, sexual orientation, gender identity, religion, age, national origin, marital status, disability, veteran status, citizenship status, or any other classification protected by law.

Portland Nursery is a drug-free workplace.

In accordance with Oregon law, criminal history information is not considered until after an initial interview or, if no interview is conducted, after a conditional offer of employment has been made. A criminal record will not automatically disqualify an applicant from employment. When criminal history is reviewed, Portland Nursery considers the nature and gravity of the offense, its relationship to the duties of the position, the time elapsed since the offense, and evidence of rehabilitation.

When applicable, Portland Nursery complies with the federal Fair Credit Reporting Act and Oregon law by providing all required notices, disclosures, and obtaining written authorization prior to requesting background or consumer reports.

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

5050 SE Stark St. Portland, OR 97215 | 9000 SE Division St. Portland, OR 97266

To be considered, applicants must complete this application in full. All questions should be answered clearly, accurately, and truthfully. Please print legibly in ink and provide complete responses to every question. Do not write "See Resume".

APPLICANT INFORMATION

NAME:

ADDRESS: _____
Street Address Apartment/Unit #

_____
City State Zipcode

BEST PHONE NUMBER TO CONTACT YOU: ( )

ALTERNATE PHONE NUMBER: ( )

EMAIL ADDRESS:

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, with or without reasonable accommodation?	☐ YES	☐ NO
Are you legally authorized to work in the U.S.? *If hired, proof of identity will be required.*	☐ YES	☐ NO
Were you referred to this position by a current employee? *If yes, please list the employee's name (optional)*	☐ YES	☐ NO
Have you ever worked for our Company before? If yes, list date:	☐ YES	☐ NO
Are you currently employed?	☐ YES	☐ NO
Have you previously held a position that involved handling money or access to confidential information?	☐ YES	☐ NO
Are you able to reliably arrive at work on time for your scheduled shifts?	☐ YES	☐ NO

What interests you in seeking a new opportunity at this time?

Please list up to three factors that are important to you in a work environment.

Please list up to three characteristics that best describe you in a work setting.

Why do you want to work at Portland Nursery?

EDUCATION

	NAME OF SCHOOL	COURSE OF STUDY	NO. OF YEARS	DEGREE AWARDED
HIGH SCHOOL				
COLLEGE				
OTHER *(please specify)*				

QUALIFICATIONS

Please list your relevant skills, qualifications, and experience related to this position. You may also include any licenses, certifications, or professional credentials you currently hold.

EMPLOYMENT HISTORY

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

COMPANY		START DATE	
ADDRESS		END DATE	
JOB TITLE		WORK PERFORMED:	
SUPERVISOR			
PHONE	( )		
REASON FOR LEAVING			
MAY WE CONTACT YOUR PREVIOUS/CURRENT SUPERVISOR FOR A REFERENCE?		☐ YES ☐ NO	

COMPANY		START DATE	
ADDRESS		END DATE	
JOB TITLE		WORK PERFORMED:	
SUPERVISOR			
PHONE	( )		
REASON FOR LEAVING			
MAY WE CONTACT YOUR PREVIOUS/CURRENT SUPERVISOR FOR A REFERENCE?		☐ YES ☐ NO	

COMPANY		START DATE	
ADDRESS		END DATE	
JOB TITLE		WORK PERFORMED:	
SUPERVISOR			
PHONE	( )		
REASON FOR LEAVING			
MAY WE CONTACT YOUR PREVIOUS/CURRENT SUPERVISOR FOR A REFERENCE?		☐ YES ☐ NO	

COMPANY		START DATE	
ADDRESS		END DATE	
JOB TITLE		WORK PERFORMED:	
SUPERVISOR			
PHONE	( )		
REASON FOR LEAVING			
MAY WE CONTACT YOUR PREVIOUS/CURRENT SUPERVISOR FOR A REFERENCE?		☐ YES ☐ NO	

PLEASE BRIEFLY EXPLAIN ANY GAPS IN YOUR EMPLOYMENT HISTORY. YOU ARE NOT REQUIRED TO INCLUDE PERSONAL OR PROTECTED INFORMATION.

FOR POSITIONS THAT REQUIRE DRIVING ONLY

If this position requires driving as an essential job function

Have you been convicted of, or pled guilty or no contest to, a moving traffic violation within the past three (3) years?

☐ YES	☐ NO	If yes, please briefly explain:

Please note: a "yes" response will not automatically disqualify you from employment. Factors such as the nature of the offense, the time elapsed, and its relevance to the position will be considered.

PROFESSIONAL REFERENCES

Please list three (3) professional references such as former supervisors and managers. Please do not include personal references.

FULL NAME		RELATIONSHIP	
COMPANY		PHONE	( )
ADDRESS			

FULL NAME		RELATIONSHIP	
COMPANY		PHONE	( )
ADDRESS			

FULL NAME		RELATIONSHIP	
COMPANY		PHONE	( )
ADDRESS			

AVAILABILITY

DATE AVAILABLE	
ARE YOU LOOKING FOR	☐ PART-TIME ☐ FULL-TIME ☐ SEASONAL ☐ TEMPORARY

DAYS AVAILABLE FOR WORK:

SUN	MON	TUE	WED	THURS	FRI	SAT

DO YOU HAVE ANY SPECIFIC TIMES YOU CANNOT WORK?	

DISCLAIMER AND SIGNATURE

DO NOT SIGN UNTIL YOU HAVE READ THE FOLLOWING APPLICANT STATEMENT

APPLICANT CERTIFICATION AND ACKNOWLEDGMENT

I certify that the information I have provided in this application, attachments, and any supporting documents is true, complete, and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, omission, or misleading statement may result in denial of employment or, if hired, termination of employment at any time, regardless of when the information is discovered.

I understand that this application will be considered active for 60 days. If I wish to be considered for employment after that period, I must submit a new application.

If hired, I understand that my employment with Portland Nursery is at will, meaning that I may resign at any time and the Company may terminate my employment at any time, with or without cause or notice, except as otherwise required by applicable law. I understand that this at-will employment relationship may only be modified by a written agreement signed by an authorized executive of the Company.

I understand that, if hired, I will be required to provide proof of my identity and authorization to work in the United States within three (3) business days of my start date, as required by federal law. I understand that failure to provide this documentation may result in termination of employment. I further understand that federal law prohibits making false statements or using fraudulent documents to obtain employment.

If I have a disability that requires a reasonable accommodation to participate in any part of the hiring process, I understand that I may request an accommodation by contacting Human Resources as soon as possible so appropriate arrangements can be made.

By submitting this application, I authorize Portland Nursery to verify the information I have provided, including references, employment history, education, and other information related to my qualifications for employment. I release Portland Nursery and all persons or entities providing such information from any liability arising from the investigation or disclosure of this information, to the extent permitted by law.

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

SIGNATURE: _____ **DATE:** _____