

## **What It Takes To Be An Employee At HART'S GREENHOUSE & FLORIST LLC**

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

### **IMAGE**

Image is very important to us. We wear our company shirts tucked in, and baseball caps are worn forward. 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 faces shaved, unless they are planning on growing a permanent beard or mustache.

### **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 policies 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 and rain. Your job is physical, and requires frequent bending, grabbing, and lifting. You will be on your feet all day, standing, or 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 5 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're flexible, and we'll support your growth both personally and professionally.

### **CUSTOMER SERVICE**

As an employee of Hart's Greenhouse & Florist LLC, 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 seek out knowledge of all our plants and products. Our employees are expected to act with a sense of urgency towards our customers. Their time is valuable to them (as is ours, and



If applicable, please list your visa type, visa # and expiration: \_\_\_\_\_

Have you ever been convicted of a felony?     **Yes**         **No**  
If you answered yes, please explain:

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Have you ever served in the U.S. Military?     **Yes**         **No**  
If yes, please provide the following information:  
Branch of Service: \_\_\_\_\_ Rank at time of separation: \_\_\_\_\_  
I served from \_\_\_\_\_ to \_\_\_\_\_.

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**EMPLOYMENT HISTORY:**

**Present or Most Recent Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ phone # \_\_\_\_\_  
May we contact?  Yes     No  
Reasons for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Name \_\_\_\_\_ phone \_\_\_\_\_ May we contact?  Yes     No  
Reasons for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name phone  
Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

*High School*

\_\_\_\_\_  
Name and Address  
Did you graduate?  Yes  No Attended from \_\_\_\_\_ to \_\_\_\_\_.  
If you did not graduate, did you receive your GED?  Yes  No  
Special honors or awards: \_\_\_\_\_

*Technical or Vocational School*

\_\_\_\_\_  
Name and Address  
Did you graduate?  Yes  No Attended from \_\_\_\_\_ to \_\_\_\_\_.  
Degree or Certification: \_\_\_\_\_ Specialty: \_\_\_\_\_  
Special honors or awards: \_\_\_\_\_

*College or University*

\_\_\_\_\_  
Name and Address  
Did you graduate?  Yes  No Attended from \_\_\_\_\_ to \_\_\_\_\_.  
Degree: \_\_\_\_\_ Major: \_\_\_\_\_  
Special honors or awards: \_\_\_\_\_

*College or University*

Name and Address _____	
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Attended from _____ to _____.
Degree: _____	Major: _____
Special honors or awards: _____	

**POSITION INFORMATION:**

***Position Specifications***

Position Applying For: \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_

What hours and days are you able to work? \_\_\_\_\_

Would you be able to work weekends?  Yes  No

Are you willing to travel between our 4 locations for the job?  Yes  No

When would you be able to start? \_\_\_\_\_

Desired salary: \_\_\_\_\_ per \_\_\_\_\_

***Skills***

Please check any skills you have in the following areas:

- Horticultural experience
- Pesticide applicator license
- Computer-point of sale systems
- Retail store-customer service
- Bilingual
- Landscaping
- Equipment operation
- Carpentry
- Plumbing
- Electrical
- Automotive repair
- greenhouse
- production line-automated equipment experience

Explain above and list other skills:

\_\_\_\_\_  
\_\_\_\_\_

Languages Spoken (other than English):

\_\_\_\_\_

**At the bottom of this paper write a short paragraph about why you would be an asset to Hart's Greenhouse & Florist LLC.**

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_