

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

our need to turn parking spaces) 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.

Applicant's Signature _____

Hart's Greenhouse & Florist APPLICATION OF EMPLOYMENT

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

POSITION APPLYING FOR: _____

PERSONAL INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Current Address:

Street and Apt. # _____ City _____ State _____ Zip Code _____

Permanent Address (if different from above):

Street and Apt. # _____ City _____ State _____ Zip Code _____

Telephone: _____ E-mail: _____

Cell phone: _____

Social Security #: _____ - _____ - _____ Driver's License #: _____ State: _____

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:

Yes No

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:

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 _____.

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? Yes 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 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** _____