

# BEIER'S GREENHOUSE

2707 MIDWAY LANE  
GRAND RAPIDS, MN 55744  
(Located on HWY 169 East between Grand Rapids and Coleraine)  
www.beiersgreenhouse.com  
BEIERGREENHOUSE@HOTMAIL.COM

## EMPLOYMENT APPLICATION

### APPLICATION INSTRUCTIONS:

1. **NO PHONE CALLS. Submit only by MAIL , E-MAIL OR IN PERSON.**
2. Complete all pages of this form completely and accurately.
3. Please thoroughly read all statements contained in this Application Form.

### APPLICANT NOTE:

**REQUIREMENTS FOR THIS JOB INCLUDE SOME EVENING AND WEEKEND AVAILABILITY FOR WORK.** This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and/or on this form are grounds for terminating the application process or are grounds for termination of employment.

### EEO STATEMENT

We are an Equal Employment Opportunity employer and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.

### APPLICANT INFORMATION:

Today's Date \_\_\_\_\_

Name \_\_\_\_\_  
First Middle Last

Current Address: \_\_\_\_\_

Email Address \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

### Do You Know anyone currently employed here (excluding spouse)?

Who \_\_\_\_\_ Relationship \_\_\_\_\_

### Are you Currently Employed? Yes No

Where? \_\_\_\_\_ Hours? \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ May we contact? \_\_\_\_\_

DAYS & HOURS AVAILABLE: including Sat. & Sun. Available Starting: \_\_\_\_\_ Until: \_\_\_\_\_

MON TUES WED THUR FRI SAT SUN  
to to to to to to to

FULL DAYS  YES  SOME  NEVER  Full Time  Part Time

NIGHTS:  YES  SOME  NEVER Most Hours want to work? \_\_\_\_\_

WEEKENDS:  YES  SOME  NEVER Least Hours want to work? \_\_\_\_\_

ANYTIME:  YES  SOME  NEVER Can you come in with 1-2 hours notice? \_\_\_\_\_

**EDUCATION**

| Name        | City/State | Graduation Date | Degree Earned |
|-------------|------------|-----------------|---------------|
| High School |            |                 |               |
| College     |            |                 |               |
| Other       |            |                 |               |

**PREVIOUS EMPLOYMENT**

COMPANY NAME: \_\_\_\_\_  
 FROM: Mo. \_\_\_\_ Yr. \_\_\_\_ TO: Mo. \_\_\_\_ Yr. \_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE #: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_  
 MAY WE CONTACT?  Yes  No SALARY? \_\_\_\_\_  
 JOB DUTIES? \_\_\_\_\_

REASON FOR LEAVING? \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_  
 FROM: Mo. \_\_\_\_ Yr. \_\_\_\_ TO: Mo. \_\_\_\_ Yr. \_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE #: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_  
 MAY WE CONTACT?  Yes  No SALARY? \_\_\_\_\_  
 JOB DUTIES? \_\_\_\_\_

REASON FOR LEAVING? \_\_\_\_\_

IF THE JOB REQUIRES YOU TO DRIVE, DO YOU HAVE THE APPROPRIATE VALID DRIVER'S LICENSE  Yes  No  
 IF "YES", DL# \_\_\_\_\_ TYPE \_\_\_\_\_ STATE \_\_\_\_\_

**REFERENCES:** Include only individuals familiar with your work capabilities. Do not include relatives.

| NAME | ADDRESS/PHONE | YEARS KNOWN/RELATIONSHIP |
|------|---------------|--------------------------|
| 1.   |               |                          |
| 2.   |               |                          |
| 3.   |               |                          |

**PREFERENCES TO TYPE OF WORK IF HIRED**

GENERAL\_\_\_\_\_ CASHIER\_\_\_\_\_ STOCKING\_\_\_\_\_ WATERING\_\_\_\_\_  
FLORAL DESIGN\_\_\_\_\_ LANDSCAPE/NURSERY\_\_\_\_\_ OFFICE OR COMPUTER WORK\_\_\_\_\_

**JOB RELATED SKILLS**

DO YOU HAVE ANY EXPERIENCE IN THE FOLLOWING?

OPERATING CASH REGISTER:  Yes  No      WORK WITH PLANTS  Yes  No  
RETAIL EXPERIENCE  Yes  No      IDENTIFY PLANTS:  Yes  No  
GARDENING  Yes  No      GIFTS & CRAFTS:  Yes  No  
LANDSCAPING:  Yes  No      LAWN & GARDENING  Yes  No  
WORK AT GREENHOUSE/NURSERY:  Yes  No  
COMPUTER SKILLS:      WORD  Yes  No      EXCEL  Yes  No  
                                 PUBLISHER  Yes  No      POWERPOINT  Yes  No

PLEASE LIST ANY OTHER SKILLS, LICENSES, CERTIFICATIONS, OR EXPERIENCES THAT MAY BE JOB RELATED.

WHY WOULD YOU LIKE TO WORK FOR BEIER'S GREENHOUSE?

**ANSWER QUESTIONS 1-3 ON THE BACK OF THIS APPLICATION.**

- 1. WHAT ARE YOUR GREATEST STRENGTHS?
  - 2. WHAT ARE YOUR GREATEST WEAKNESSES?
  - 3. WHAT DO YOU THINK "OUTSTANDING CUSTOMER SERVICE" MEANS? DO YOU FEEL COMFORTABLE PROVIDING THIS LEVEL OF SERVICE?
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**CERTIFICATION:**

I certify the answers given to me by the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. If I am hired, my employment shall be "at-will", and that either the Company or I can choose to terminate the employment relationship for any reason, or no reason at all, without notice.

**Signed** \_\_\_\_\_ **Dated** \_\_\_\_\_

Bring completed applications to:  
Beier's Greenhouse, 2707 MIDWAY LANE, GRAND RAPIDS, MN 55744  
(Located on 169 East between Grand Rapids and Coleraine)  
Email: [beiersgreenhouse@hotmail.com](mailto:beiersgreenhouse@hotmail.com)  
[www.beiersgreenhouse.com](http://www.beiersgreenhouse.com)

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