

APPLICATION FOR EMPLOYMENT

In order for you to be considered for employment, this application must be filled out in its entirety.
Resumes are welcome but are not considered a substitute for the information requested below.

Please print clearly and return application to 471 Water Street, Indiana PA 15701 (Ask for Joe) or email to joep@redbarnperennials.com

GENERAL INFORMATION

Date: _____ Social Security No: _____ / _____ / _____

Name: First: _____ Middle _____ Last: _____

Present
Address: _____ City _____ State _____ Zip _____

Permanent Address: _____ City _____ State _____
Zip _____

Are you Legally able to work in the United States? Yes No (Proof of Identity and Legal Authority to Work are a Condition of Employment)

Phone No: with Area Code: _____

Position Desired: _____ Starting Salary Desired: _____

Date Available for work? _____ Who Referred you to Trim Tree Nursery? _____

Total Hours Available per Week _____

Type of Hours Available: Full Time Part Time Days _____

(Circle all that apply)

Employment Standard Temporary What Date will you no longer be available for work?

Circle Days Available: M T W Th F Sat _____

(Circle all that apply)

Are there any days or hours that you are unable or unwilling to work? If yes, please write specifics below:

Military Status (if applicable) Active Inactive Rank: _____

Are you currently serving in the National Guard or Reserves? Yes No _____

Have you been convicted of a felony in the past seven years? Yes No If Yes, please explain below

EDUCATION

Name **City** **State**

High School

Circle Highest Grade Completed: 9 10 11 12 Diploma or GED? Yes No

College (List all Including Trade School even if degree was not obtained)

Name **Address** **Major** **Degree** **Years Attended**

Last Year completed 1 2 3 4 4+

Academic honors or Awards earned:

Extra curricular activities

Other education not listed above:

REFERENCES

List three (3) professional references that can verify past work history and performance. Note: References should NOT be relatives and should have supervised you directly during your work experience.

Name **Title** **Company Name** **City,State** **Work Phone** **Years**
Known

SIGNATURE

PLEASE READ CAREFULLY BEFORE SIGNING

I understand that this application is not a guarantee of employment.

I certify that the information given in this application is truthful and complete to the best of my knowledge. I understand that any false or misleading information contained in this application will be grounds for dismissal or reason not to hire.

I authorize Trim Tree Nursery to conduct a background check based on the information contained in this application or other documentation provided to verify for accuracy and truthfulness. I also permit previous employers and/or references to release all information regarding myself Trim Tree Nursery, and release all parties from all liability for any damage that may result from furnishing said information.

I understand that all employees of Trim Tree Nursery are employees 'at will'. Trim Tree Nursery and/or the applicant have the authority to terminate employment at any time for any reason, or for no reason without regard for salary or date that wages are paid.

No documents that you receive from Trim Tree Nursery, including this application or Employee Handbook, shall be implied as creating an express or implied contract for a definite term. Only the board of directors of Trim Tree Nursery may alter the 'at-will' status of employees and must do so in writing.

I understand that applications received will be considered active for 90 days from receipt.

MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ THE ABOVE STATEMENTS AND AGREE TO THE TERMS OUTLINED

DATE:

SIGNATURE

DO NOT WRITE BELOW THIS LINE

REMARKS
