

# Bates Nursery & Garden Center, Inc.

## Application for Employment

(Please Print)

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

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### Personal Information:

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First MI

Present Address: \_\_\_\_\_  
City State Zip

How long have you lived at this address? \_\_\_\_\_ Phone # \_\_\_\_\_

Previous Address: \_\_\_\_\_  
City State Zip

How long did you live there? \_\_\_\_\_

Are you at least 18 years of age?  Yes  No If No, please state your age: \_\_\_\_\_

Are you legally eligible for employment in the US?  Yes  No

Have you ever been convicted of any crime other than a minor traffic violation?  Yes  No

If yes, state date and places where charges occurred (Note: answering "Yes" will not automatically disqualify you for employment)

Have you taken any illegal drugs in the past 30 days?  Yes  No

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### Employment Information/Availability:

Position applying for: \_\_\_\_\_ Date available to start: \_\_\_\_\_

Type of employment desired:  Full time  Part time  Seasonal Salary desired: \$ \_\_\_\_\_ per \_\_\_\_\_

Are you willing to work overtime, if required?  Yes  No

Are there any shifts or hours that you cannot work?  Yes  No If yes, please identify: \_\_\_\_\_

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### Education:

School Name/Location	Years Completed	Did you Graduate?	Degree/Diploma
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High School \_\_\_\_\_

College \_\_\_\_\_

Tech. Training \_\_\_\_\_

Other \_\_\_\_\_

**Employment Experience:** *Please include employment information for your last three jobs.*

1. Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Salary/Wages Start \_\_\_\_\_ Finish \_\_\_\_\_  
State job title and responsibilities \_\_\_\_\_ Reason for separation \_\_\_\_\_  
\_\_\_\_\_

2. Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Salary/Wages Start \_\_\_\_\_ Finish \_\_\_\_\_  
State job title and responsibilities \_\_\_\_\_ Reason for separation \_\_\_\_\_  
\_\_\_\_\_

3. Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Salary/Wages Start \_\_\_\_\_ Finish \_\_\_\_\_  
State job title and responsibilities \_\_\_\_\_ Reason for separation \_\_\_\_\_  
\_\_\_\_\_

Note that all the employers listed above will be contacted unless the applicant indicates differently.

Are there any employers above whom you do not wish for us to contact?  Yes  No

If yes, please indicate employer and reason: \_\_\_\_\_

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**References:** *Please do not include relatives or former employers.*

Name	Address and Telephone	Occupation	Years Acquainted
1. _____			
2. _____			
3. _____			

I hereby reaffirm that I have read the foregoing questions and that my answers to them are true and correct and that I have not misrepresented or withheld any information. I understand that falsification of this information may be cause for immediate dismissal. I further acknowledge that my employment may be terminated, and any offer of employment may be withdrawn without prior notice at any time by the company or me. I also understand that my employment is at will. This means that I am free to terminate my employment at any time, for any reason, and the company retains the same right. I understand that any offer of employment may be contingent upon a credit and criminal background investigation and a pre-employment drug screen. I hereby authorize all references and former employers listed on my employment application to give the company any and all information concerning my previous employment and any pertinent information they might have, personal or otherwise. I hereby release all parties, including agents, from any claims, causes of action, or liability from damages that may or could result from furnishing such information to the company or as a result of information obtained through a background investigation or drug screen.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_