

SPRAGUE'S NURSERY & GARDEN CENTER

Employment Application – Please fill out in entirety



APPLICANT INFORMATION			
Last Name		First	M.I. Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available		Social Security No.	Desired Salary
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Own Vehicle? Y N Do you have to file an SR22? Y N
Have you been convicted of a crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain
Have you applied here before?	When?		

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

AUTHORIZATION FOR BACKGROUND CHECK

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

I, _____, hereby authorize Sprague's Nursery Inc. to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that [name of company] will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Signature of Applicant

Date

Applicant's Name – Printed

Applicant's availability: To better understand your current availability please fill in the chart below any time that you are **AVAILABLE!**

Hours of operation are 7:00am to 6:00pm and change seasonally.

We typically offer two shifts 7:30-5:00 and 9:00-6:00. All employees must be available to work those hours. Weekend hours are required, as our business services the majority of our customers on the weekends.

Full Time positions work (40 hours) 5 days scheduled with hours listed above.

Part Time positions work 3 or 4 days with the hours listed above.

Split shifts, or half days do not seem to work well for our schedule. If you're in school and are un-available for full days you may choose to contact us when your schedule has freed up.

Working the following weekends are required by all Sprague's Nursery Retail Staff; Mothers Day Weekend, Memorial Day Weekend, Fall Family Festival (notice of this date will be given in advanced) and Christmas Open House which falls on Thanksgiving Weekend.

Are you willing to work overtime? Yes No

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
APPLICANT AVAILABILITY							

Notes: