

 JOB APPLICATION

 4301 Chestnut Street

 Emmaus, Pa 18049

 (P) 610-965-9585

 (F) 610-965-9130 Click here to enter a date.

[ ]  Mr.

[ ]  Mrs.

[ ]  Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Name Middle Initial Last Name

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Home Phone Cell Phone

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email Address

**PLEASE BE AWARE THAT SOME POSITIONS ARE SEASONAL**

**Are you applying for:**

Full-time [ ]

 Part-time [ ]

 Seasonal [ ]

**Are you 16 years of age or older?**

Yes [ ]

No[ ]

**When are you able to start? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Are you a high school student? [ ]  **(PLEASE CHECK ONE)**

Attending college/university?[ ]

Non-student? [ ]

Do you have your own transportation? Yes [ ]  No [ ]

 Reliable transportation? Yes [ ]  No [ ]

Can you lift up to 40+ lbs? Yes [ ]  No [ ]

*Working at Herbein’s Garden Center* *can be equally demanding and rewarding. We work indoors and outdoors in all kinds of weather. We move or carry objects and are on our feet most of the day. We support co-workers and serve our customers with dependability, initiative, and enthusiasm.*

Below are brief job descriptions of the 6 jobs requirements of the positions available.

All of the positions below require:

* Own transportation
* Able to lift up to 40 lbs.
* Will get wet and dirty
* On feet for many hours
* Will get hot and be in the sun
* Mature outgoing personality
* Able to take directions
* Quick learner
* Have excellent organizational skills
* Be able to multi-task

**JOB DESCRIPTIONS/REQUIREMENTS**

**☐ CASHIER ☐ ANNUAL DEPT ☐ PERENNIAL DEPT**

* **Customer service –** exceptional interpersonal skills with other employees and customers
* **Process sales –** cash register, familiar with debit/credit card processing, manual invoices for charge accounts
* **Store display setup and maintenance –** cleaning, dusting, restocking, sweeping floors, pricing
* **Plant Maintenance –** watering, pricing restocking and weeding
* **Unloading trucks as required**
* **Maintaining a clean work area –** weeding and sweeping floors
* **Plant identification and care of tropical, annuals and perennials as asset**

**☐ NURSERY DEPT**

* **Must have good knowledge of identification and growing conditions** for trees, shrubs, roses, vines and watering plants

**☐ WATERING**

* **Plant maintenance –** watering
* **Customer service –** exceptional interpersonal skills with other employees and customers

[ ]  **MAINTENANCE**

* **Customer service –** exceptional interpersonal skills with other employees and customers
* **Carry out**
* **Loading soils, mulches, stone**
* **Grounds clean up –** weeding, removing garbage, raking and parking
* **Operation of hand tools and small engine tools, repair –** fixing tables & carts, operate lawn mower, weed trimmer and chain saw
* **Plant maintenance –** watering, pricing, restocking
* **Unloading trucks**
* **General plant knowledge as asset**

**Highlight any personal, special experiences, training or other skills you possess that would be relevant to the position being sought.**

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**Do you have any customer/cashier/retail experience? Please explain:**

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**How would you describe your knowledge of plants and plant related products?**

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**Please describe activities such as volunteer work, memberships in organizations, leadership roles, sports activities, hobbies, etc. that you take part in.**

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**How many hours a week or days are you looking to work? Please be specific. \*Please note that Herbein’s is a retail store that is open 7 days a week. Unavailability on weekends may affect eligibility for most positions.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are there any times or days you are unable to work during the months of April/May/June?**

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**WORK HISTORY**

**Name of last two previous employers:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Name of Employer Phone Number**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Address Name of Supervisor Position**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Name of Employer Phone Number**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  **Address Name of Supervisor Position**

May we contact them for reference? Yes [ ]  No [ ]

Any questions you would like to ask? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We thank each applicant for taking the time and effort to fill out this application and submit a resume, however, only candidates to be interviewed will be contacted.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click here to enter a date.