

# Donzell's

Greenhouses • Nursery • Garden Center • Landscape • Floral • Seasonal Design

## Application for Employment

(Please Print & Complete all 4 pages)

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

Date \_\_\_\_\_

### I. DONZELL'S PERSONNEL PHILOSOPHY

Donzell's is looking for self-motivated, detail oriented, and friendly people to add to our staff. Our goal is to continually improve "The Total Store Experience at Donzell's" for our customers. If you are team-oriented possess a strong work ethic and think you can help us achieve our goal; please complete this application.

### II. PERSONAL INFORMATION

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

Present Address \_\_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_  
Street City State Zip

Social Security Number \_\_\_\_\_ Telephone \_\_\_\_\_

If you are to be hired by the company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

### III. EMPLOYMENT DESIRED

Position You Are Applying For: \_\_\_\_\_

- TYPE OF EMPLOYMENT (circle one): FULL-TIME PART-TIME SPRING ONLY HOLIDAY ONLY
1. Have you ever applied with this company before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_
  2. Have you ever worked for this company before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_
  3. Are you employed now? Yes \_\_\_\_\_ No \_\_\_\_\_
  4. If you are currently employed, may we inquire of your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_
  5. How did you learn of Donzell's Garden Center? \_\_\_\_\_
  6. Are you 16 years old or older? Yes \_\_\_\_\_ No \_\_\_\_\_ Are you 18 years old or older? Yes \_\_\_\_\_ No \_\_\_\_\_
  7. Have you ever been convicted of a felony or misdemeanor (other than a routine traffic violation)? If yes, please explain.  
\_\_\_\_\_

#### IV. HOURLY REQUIREMENTS

If your application receives favorable consideration, what salary/hourly rate would you require?

\$ \_\_\_\_\_ per hour

#### V. WORK AVAILABILITY

SCHEDULED WORK AT THIS STORE MAY BEGIN FROM 9:00 A.M. UNTIL 9:00 P.M. PLEASE MARK ON THIS CHART ONLY THE HOURS YOU CAN WORK.

SUN	MON	TUES	WED	THUR	FRI	SAT
From	From	From	From	From	From	From
To	To	To	To	To	To	To

1. If your application receives favorable consideration, when will you be available to begin work? \_\_\_\_\_
2. Do you have any objection to working overtime? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Can you work overtime without prior notice? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Can you work Saturday? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Can you work Sunday? Yes \_\_\_\_\_ No \_\_\_\_\_

#### VI. EDUCATION/SKILLS

School Name/Location                      Years Completed                      Degree/Diploma

Elem/Jr. High		
High School		
College		
Technical Training		

JOB RELATED SKILLS (Gardening Experience, Retail or Gift Experience, tow motor training, etc.)

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**VII. EMPLOYMENT RECORD** (Please include all employment for the last five years.)

COMPANY NAME \_\_\_\_\_ POSITION HELD \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

DATES EMPLOYED From: \_\_\_\_\_ To: \_\_\_\_\_ WAGE \_\_\_\_\_

MANAGER/SUPERVISOR \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ POSITION HELD \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

DATES EMPLOYED From: \_\_\_\_\_ To: \_\_\_\_\_ WAGE \_\_\_\_\_

MANAGER/SUPERVISOR \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ POSITION HELD \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

DATES EMPLOYED From: \_\_\_\_\_ To: \_\_\_\_\_ WAGE \_\_\_\_\_

MANAGER/SUPERVISOR \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ POSITION HELD \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

DATES EMPLOYED From: \_\_\_\_\_ To: \_\_\_\_\_ WAGE \_\_\_\_\_

MANAGER/SUPERVISOR \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

**VIII. REFERENCES** (Please do not include relatives or former employers.)

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Position \_\_\_\_\_ Years Known \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Position \_\_\_\_\_ Years Known \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Position \_\_\_\_\_ Years Known \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Position \_\_\_\_\_ Years Known \_\_\_\_\_

**NOTE:** We may contact all of the employers listed on this application unless you specifically exclude them below. Use a separate sheet to list additional employers, if necessary. Please list any employers you do not want us to contact and your reason for the exclusions:

EMPLOYER'S NAME \_\_\_\_\_ REASON \_\_\_\_\_

EMPLOYER'S NAME \_\_\_\_\_ REASON \_\_\_\_\_

EMPLOYER'S NAME \_\_\_\_\_ REASON \_\_\_\_\_

### AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Donzell's Garden Center.

I understand that any employment is conditioned on a background check. I authorize Donzell's Garden Center to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to Donzell's, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Donzell's Garden Center unless made in writing.

I understand that filling out this form does not indicate there is a position open and does not obligate Donzell's Garden Center to hire. If hired, I agree to abide by all Company work rules, policies and procedures. Donzell's Garden Center retains the right to revise its policies or procedures, in whole or in part, at any time.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### DONZELL'S GARDEN CENTER

937 East Waterloo Road Akron, Ohio 44306 (330) 724-0505 Fax (330) 724-2996