



# Employment Application

Please circle

Please circle

Landscape | Retail | Greenhouse | Other

Full or Part Time

Days and Hours available to work ( If available any time, write "Any Time" )

Mon	<input type="checkbox"/>	Tue	<input type="checkbox"/>	Wed	<input type="checkbox"/>	Thu	<input type="checkbox"/>	Fri	<input type="checkbox"/>	Sat	<input type="checkbox"/>	Sun	<input type="checkbox"/>

## Applicant Information

\* Do you have a valid driver's license? YES  NO  Is there anything that prohibits you from driving? YES  NO

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If so, when? \_\_\_\_\_

## Education

► High School: \_\_\_\_\_ Address: \_\_\_\_\_  
 Did you graduate? YES  NO  Degree: \_\_\_\_\_

► College: \_\_\_\_\_ Address: \_\_\_\_\_  
 Did you graduate? YES  NO  Degree: \_\_\_\_\_

► Other: \_\_\_\_\_ Address: \_\_\_\_\_  
 Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

Please list three professional references **that can be contacted.**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_



NAME: \_\_\_\_\_

Only complete those sections applicable to your job interests:

<b>Do you have experience in these areas?</b>	<b>YES</b>	<b>NO</b>	<b>Willing to Learn</b>
<b>Nursery/Greenhouse:</b>			
Knowledge of perennials and annuals			
Knowledge of trees and shrubs			
Planting trees and shrubs			
Planting perennials and annuals			
Treatment of plant pests and diseases			
Staking trees			
Fertilization of plants and/or lawns			
Chemical application			
<b>Landscape:</b>			
Mowing & trimming			
Installing edging			
Installing weed fabric and mulch/stone			
Digging holes with a spade			
Planting trees/shrubs			
Installing brick paver patios and walkways			
Installing retaining walls			
Installing landscape lighting			
Preparation of sod bed, laying sod			
<b>Machinery:</b>			
Manual transmission vehicle			
Towing/Backing equipment trailers			
Commercial hydrostatic mower			
String Trimmer/Other handheld equipment			
Dump Truck			
Backhoe			
Excavator			
Skid loader			
Tractor			
Forklift			
Jackhammer			
Tiller			
Plate compactor			
Wet saw			
Chain saw			
Minor vehicle maintenance			
Small engine repair			
<b>Landscape Management:</b>			
Reading a landscape plan			
Supervising a crew			
<b>Retail/Office:</b>			
Operating a cash register and handling cash			
Customer Service			
POS System Experience			
Opening/Closing retail stores			
Arranging products for displays, merchandising			
Floral Design			

<b>Do you have experience in these areas?</b>	YES	NO	Willing to Learn
Landscape Design			
Landscape Design Software			
Social Media (posting, engagement, etc...)			
<b>Any additional skills:</b>			

## **What It Takes To Be An Employee At Perfection Lawn & Landscape, LLC**

Perfection Lawn & Landscape is a locally owned business, open in Muhlenberg County since 2008. We are a design/build landscape company with a florist, gift shop, garden center and two retail nurseries. Our focus is landscaping, nursery stock, and other garden related materials, gifts and floral items. Our growth depends on repeat customers who respond to a combination of our quality workmanship, products, and the service they receive from our employees, and the overall satisfaction they get from their shopping experience with us. In short, we wouldn't be in business without our customers.

**We consider our employees our most important asset, and this is what we expect from you:**

### **Image**

Image is very important to us. Each division within the company has a dress code and uniform requirement appropriate for the type of work performed, which you are expected to wear. We wear our company shirts tucked in, and baseball caps are worn forward. Stained, torn, or excessively baggy clothing is unacceptable. Visible pierced body parts other than earrings may not be worn during business hours. Men are expected to come to work with faces shaved unless they are planning on growing a permanent beard or mustache. Smoking and tobacco products are strongly discouraged in our company, not only for image, but also for the health of our employees. If an employee needs to smoke or use tobacco, it should only be on designated breaks and in designated locations.

### **Attitude**

Our employees are expected to show up to work on time consistently. We are not interested in "clock-watchers". We expect our employees to ask us: "Is there anything else that needs to be done?" before ending each shift and clocking out. We are interested in people that care enough about our company and customers to "go the extra mile". We encourage and reward our employees who take the time to offer ideas or suggestions that might make our company run more efficiently, service our customers better, increase our business, or save us time and money. We expect our company policy to be followed and respected.

### **Physical Work Environment**

You will work both indoors and outdoors in all types of weather conditions including sun, heat, cold, rain and snow. Attire appropriate for weather conditions is your responsibility. Your job is physical, and requires frequent bending, grabbing and lifting. You will be on your feet all day, standing and walking and throughout you will need to be both pleasant and energetic. NOTE: If you work outside, you will be expected to be able to lift at least a five-gallon shrub/tree and a 2 cu. Ft. bag of soil (on your own). We encourage you to maintain good physical and mental preparedness to enable you to perform your work duties in a consistent, high-performance type manner.

### **Social Work Environment**

We have a very social, caring, and outgoing staff. It is important that you are able to get along well with people and the rest of our staff to be a cohesive part of our team. Our company does not tolerate chronic complainers. All employees are expected to get along with each other. We do not tolerate personal complaints of fellow employees unless their actions make you feel uncomfortable or affect your ability to complete your work properly. We expect every employee to carry their weight and perform their responsibilities in an appropriate manner. In return we are flexible, and we will support your growth both personally and professionally.

### **Customer Service**

As an employee of Perfection Lawn & Landscape you are expected to offer polite, prompt, energetic, enthusiastic, and courteous service with a smile. Our employees must have the ability to anticipate a customer's needs before being asked. You will need to have the ability to be patient when confronted with a challenge, and to continually seek out knowledge of all our plants and products. Our customer's time is valuable to them and the help they receive from our staff should be nothing less than immediate – nothing short of excellent.

### **Summary**

If you feel you have the above qualities and can work with the parameters of our company policy and work environment, we encourage you to complete our job application. Thank you.

I have read and understand the above.

**Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_**

# We Participate in E-Verify



This SWA will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization.

**IMPORTANT:** If the Government cannot confirm that you are authorized to work, this SWA is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

## NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

SWA and employers may not use E-Verify to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

If you believe that your SWA has violated its responsibilities under this program or has discriminated against you during the verification process

based upon your national origin or citizenship status, please call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-7688 (TDD: 1-800-237-2515).

Employment Verification.  Done.

For more information on E-Verify, please contact DHS at:

**1-888-464-4218**



E-VERIFY IS A SERVICE OF DHS AND SSA