

If you're passionate about plants and would love to be part of a great team....

Application for Employment 2015



FULL NAME: _____

ADDRESS: _____

POSTAL CODE: _____

PHONE #: _____ CELL #: _____ EMAIL: _____

Date of Application _____

Have you ever applied with us before? Yes _____ No _____ or worked for us before? Yes _____ No _____

Hanna Orchards Market and Garden Center a fast-paced, dynamic garden center that offers great growth opportunities for those who are passionate about plants, can handle the intensity of the workload, and have the ability to inspire and help customers achieve success in their home gardens. We are looking for enthusiastic, self-motivated individuals with excellent backgrounds in sales and customer service to be part of our team this season.

Education:

*High School or Equivalent - Level Attained: _____

*Post-Secondary (College/University/Technical School) _____

Degree/Diploma/Certificate _____ Year of Completion _____

*If your qualifications are based on personal experience rather than specific education, please describe the nature and depth of your experience and how you believe it qualifies you for a position.

What type of employment are you seeking? (Note: Flexibility in your availability is an asset because we are open weekends.)

Year Round (*Note: Market is closed from Christmas to mid-March*) _____; Spring Only _____; Summer Only _____

_____ Full time (Minimum of 32/hours week. Able to work weekends)

_____ Full time (Minimum of 32/hours week. No weekends.)

_____ Part time (Minimum of 12 hours/week. Able to work weekends.)

_____ Part time (Minimum of 12 hours/week. No weekends.)

*Note: All positions are **customer-service oriented** whether in the market, the nursery or greenhouse. Most are seasonal, however, and hours of work are dependent upon the busy-ness of the season. Full-time spring positions may transition to part time or terminate in summer.

Which area(s) of work are of most interest to you? *Please see last page of this application for a description of the positions available.*

- _____ cashier
- _____ giftware sales associate
- _____ bedding plant sales associate
- _____ vegetable plant sales associate
- _____ perennials sales associate
- _____ nursery sales associate
- _____ nursery production
- _____ general maintenance/carry-out assistant

Other (please describe) _____

Please highlight any special skills, training, or personal experience that would be relevant to any of the position(s) sought. _____

* Why do you want this position? _____

*What are your wage expectations? (Please note that all entry level positions start at \$10.25/hour. Higher wages require skills specific to the industry/position/experience.) _____

*How many hours/week do you prefer? _____ Are you a student? _____

*When are you available to start work with us? _____ If you are presently employed elsewhere, how much notice must you give your current employer? _____

*If you work elsewhere and are seeking part-time employment, how far in advance do you receive your work schedule so we can coordinate it with ours? _____

*Are you available to work weekends? Yes _____ No _____
(The busy season runs from mid-April through to mid-June. Will there be any time during that period that you will not be available? Yes _____ No _____ If yes, indicate when _____)

*Are you in good physical health? Yes _____ No _____
(In a fast-paced environment, this is important. If no, give particulars _____)

*Do you have a disability, allergies or previous injury that we should be aware of? Yes _____ No _____

*Have you ever worked in/for a similar business? Yes _____ No _____ (If yes, please give the name of the business and describe your work responsibilities with them.)

- *On a scale of 1 (lowest) to 10 (highest) how would you rate your skills in:
1. Customer service _____;
 2. Sales _____;
 3. Computer competency _____;
 4. Cashier experience _____;
 5. Plant Knowledge _____;
 6. Planting _____;
 7. Pruning _____;
 8. Landscaping _____;

Please elaborate by describing your past work experience or areas of competence. If you need more space than that allotted above, continue here _____

Employment History:

1. (Most recent Position)

Previous Employer _____ Address _____
Start/End Dates _____ Type of Work: Summer ____ Full-Time ____ Part Time (Hrs./week) _____
Position _____ Duties and responsibilities _____

Reason for Leaving _____
Reference Name: _____ Phone # _____

2. (Second most recent/relevant position)

Previous Employer _____ Address _____
Start/End Dates _____ Type of Work: Summer ____ Full Time ____ Part Time (Hrs./week) _____
Position _____ Duties and responsibilities _____

Reason for Leaving _____
Reference Name: _____ Phone# _____

Personal References:

Please provide the names of 2 or 3 persons, not related to you, who have known you for at least one year, providing name, address, phone number and number of years they have known you.

1. _____
2. _____
3. _____

I hereby certify that the information set forth in the above employment application is true and complete to the best of my knowledge.

Signed: _____ Date: _____

Thank you for completing this application form and for your interest in employment with us. Please email, fax or mail to us as soon as possible. Only applicants who are being considered for an interview will be contacted. Thank you for your understanding.



Hanna Orchards Market & Garden Center

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Salmon Arm, BC

V1E 2S8

Phone: 250 832 4574

Fax: 250 832 4477

hannamarket@shaw.ca

Note: Our market is closed Christmas through mid-March. Full-time positions do not work through this period but may be called back before mid-March to prepare for the new season.

Cashier: Full and part time positions.

This position involves processing customer sales at the cash register as well as stocking and keeping the front end of the store neat and tidy. Cashiers must have previous cash and strong computer experience preferably in a retail environment. Individuals applying for this position must be available weekends and have exceptional customer skills.

Giftware Sales Associate: Part time positions.

This position specializes in home and garden décor. Customer service, display and sales skills must be very strong. Position involves stocking, merchandising, dusting and selling as well as general assistance in cashiering, pottery and indoor plants.

Bedding Plant Sales Associate: Part time positions

This position involves selling annual flowering plants for sun and shade and includes unloading trucks, stocking, pricing, watering, cleaning plant material and keeping the sales area clean and tidy. Providing guidance in plant selection, advice on care and planting, and giving container gardening ideas to customers are also involved. Key requirements for the position are a strong knowledge base on annuals of all types as well as strong customer service skills and physical strength. Those who work in our greenhouse environment must understand that the job requires working in a physical environment that can be very warm, humid and very fast-paced. It is a position that requires a lot of walking, bending and lifting. Only those with strong customer skills, the ability to learn and retain information quickly and those who can work in a physical, fast-paced environment will be considered. Individuals applying for this position must be available to work weekends.

Vegetable Plant Sales Associate: Part time positions

This position involves selling vegetable bedding plants, small fruit (and possibly fruit trees). A strong knowledge base in growing and harvesting these plants is a key requirement as is customer service in being able to provide assistance in plant selection, planting and on-going care. Included in this job are unloading trucks, stocking, pricing, watering, cleaning plant material and keeping the sales area clean and tidy. Familiarity with organic growing principles and practices is an asset. Those who work in our greenhouse environment must understand that the job requires working in a physical environment that can be very warm, humid and very fast-paced. It is a position that requires a lot of walking, bending and lifting. Only those with strong customer skills, the ability to learn and retain information quickly and those who can work in a physical, fast-paced environment will be considered. Individuals applying for this position must be available to work weekends.

Perennial Sales Associate: Part time positions

Our selection of perennials is second to none in the area so a solid knowledge base on hardy perennials is a necessity for this position. Selling, pricing, stocking, displaying, watering, cleaning plant material, unloading trucks and keeping the sales area clean and tidy are all part of this position. Providing guidance in plant selection, advice on planting and ongoing care are also involved. Key requirements for the position are a strong knowledge base on perennials of all types as well as strong customer service skills and physical strength. It is a position that requires a lot of walking, bending and lifting. Only those with strong customer skills, the ability to learn and retain information quickly and those who can work in a physical, fast-paced environment outdoors all season long will be considered. Individuals applying for this position must be available to work weekends.

Nursery Sales Associate: Full and Part time positions

This position involves assisting homeowners and landscapers with the selection and purchase of plant material, keeping the sales yard clean and organized, ensuring all plant materials have signs, unloading trucks, displaying and organizing new product and observing the yard for water levels as well as pest issues. Knowledge of trees, shrubs, fruit trees and evergreens as well as strong customer service skills and physical strength are assets. **This position requires heavy lifting.** Nursery Sales associates must be able to lift items that weigh 20-30 lb. repeatedly and be able to work outdoors all season long. A large portion of this job requires helping homeowners choose plants for their landscape. Staff will be required to learn all of the nursery stock we sell in order to make recommendations to homeowners so the ability to learn quickly is essential. Individuals applying for this position must be available to work weekends.

Nursery Production Associate: Part time positions

This position involves the planting of bare-root bedding plants, perennials, roses and nursery stock into pots and is a physically demanding position. Included in this job are planting up of custom containers and hanging baskets as well as weeding, pruning plants and helping unload trucks. Weekend availability is not essential.

General Maintenance/Carry-out Assistant: Part time positions

This is a part time position that requires heavy lifting as well as strong customer service skills. Duties include helping customers load their vehicles, keeping the parking lot clean and assisting the cashiers when busy. Individuals applying for this position must be able to work weekends.

Other: _____
