



# J&L Garden Center

The All Season Gift  
and Garden Center

620 North 500 West Bountiful, Utah 801-292-0421

info@JLGardenCenter.com

www.JLGardenCenter.com

## Application for Employment

### Personal Information

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number *\*needed when hired\**

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip-Code \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### Education

*Name & Location of School*

*Years Attended*

*Major/Minor*

High School \_\_\_\_\_

College \_\_\_\_\_

Military Service \_\_\_\_\_

### General Information -

Wage requirement? \_\_\_\_\_

Are you eligible to work in Utah  Yes  No (Proof will be required upon hiring.)

Have you ever been convicted of a felony?  No  Yes \_\_\_\_\_

What Position are you applying for? \_\_\_\_\_ Date you can start \_\_\_\_\_

1.  Cashier  Nursery Sales  Bedding Plant Sales  Indoor Sales  Loading  Landscaping

2.  Full Time  Part Time  Spring - Seasonal

3.  Days Available M T W TH F S  Hours Available AM PM Full Day **Other** \_\_\_\_\_

What qualifications do you have for this position? (Please list Subjects Studied, Hobbies, Jobs, or Activities)

\_\_\_\_\_

### What Equipment, Machines & Tools have you used?

Cash register/computer  Yes  No Power Tools  Yes  No

Forklift  Yes  No ----- Are you certified?  Yes  No

Tractor  Yes  No ----- Are you certified?  Yes  No

Valid Utah Drivers License  Yes  No ----- Any Restrictions?  Yes  No

Commercial Drivers License?  Yes  No

List Other Tools (especially for Landscape Position): \_\_\_\_\_

Referred By / How did you find us? \_\_\_\_\_

## Physical Record

### You must be able to:

Lift 40lbs on a regular basis  Yes  No | Stand for extended periods  Yes  No  
Bend Over regularly  Yes  No | Walk and Move entire shift  Yes  No  
Greet Customers Cheerfully  Yes  No | Read and Follow Directions  Yes  No

Do you have any physical problems that would not allow you to complete the work you are applying for?

Explain \_\_\_\_\_  
\_\_\_\_\_

**In Case of Emergency Notify:** Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

\*\*\* Phone Number \_\_\_\_\_ \*\*\* Cell Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_ Relationship \_\_\_\_\_

**Former Employers** Please list your most recent employers. List them as (1.) being the most recent.

**1. From:** \_\_\_\_\_

Month/Year \_\_\_\_\_ Name \_\_\_\_\_ email \_\_\_\_\_ Contact Person \_\_\_\_\_ Wages \_\_\_\_\_

**To:** \_\_\_\_\_

Month/Year \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

Position & Duties \_\_\_\_\_

**2. From:** \_\_\_\_\_

Month / Year \_\_\_\_\_ Name \_\_\_\_\_ email \_\_\_\_\_ Contact Person \_\_\_\_\_ Wages \_\_\_\_\_

**To:** \_\_\_\_\_

Month / Year \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

Position & Duties \_\_\_\_\_

**3. From:** \_\_\_\_\_

Month / Year \_\_\_\_\_ Name \_\_\_\_\_ email \_\_\_\_\_ Contact Person \_\_\_\_\_ Wages \_\_\_\_\_

**To:** \_\_\_\_\_

Month / Year \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

Position & Duties \_\_\_\_\_

**References:** Name Phone Number Business or Relationship Years Known

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

2. \_\_\_\_\_

3. \_\_\_\_\_

I certify that all statements made in this application are correct.

I authorize the investigation of all statements contained in this application.

I understand the misrepresentation, or omission of facts, in this application is cause for dismissal.

I understand and agree that my employment is for no definite period and may, regardless of the date of the payment of wages, be terminated at any time without any previous notice. No oral short or long-term employment agreement is authorized.

If hired, I agree to be bound by the safety and health rules and regulations of J&L Garden Center, including the drug and alcohol policies and testing procedures.

If hired, I agree to attend all employee training meetings, and abide by all the Personnel and Employee Guidelines as listed in J&L's Employee Manual, including the use of cell phones, pagers, and other electronic devices during work hours. *Many Employee Training Meetings are held either before or after normal working hours.*

**Date** \_\_\_\_\_ **Signature:** \_\_\_\_\_

*Signature is required to be considered for employment*

J&L Garden Center, Inc. does not discriminate against any employee, or applicant, on the basis of age, sex, race, color, creed, ancestry, religion, disability, national origin, citizenship status, veteran status, marital status, military status, or sexual orientation. Answers to application questions will be utilized solely for applicable, job-related information only.



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## Employment Opportunities

**J&L Garden Center** is a company dedicated to providing our customers with an exceptional shopping experience and with excellent customer service. We strive to have and maintain unique and high quality products and services. We believe that customer service begins with employing the right people. We are always looking for friendly, outgoing, motivated, and knowledgeable people to help us with this endeavor.

### Service Principles - For Serving Customers and Co-Workers.

Customers are the purpose of our work. They are not interruptions of it. The same is true of co-workers seeking assistance from us in serving our customers. We are all a part of the same team, working for the same goals.

Each of us should take personal responsibility to ensure that all customers, potential customers, and co workers receive a timely, efficient, and courteous response to their needs. All benefit when we take pride in our work, and pledge to do what we believe is right, and to fix things when they do go wrong quickly and pleasantly. - *Attitudes are contagious.*

As a member of our gardening staff, you will be expected to lend your talents and energies to achieve this objective. In return, you will have the opportunity to grow and advance in our retail environment. You will be able to develop skills, many of which will serve you well, in whatever your future career will become. We offer in-house training throughout the year to help you develop your skills and talents.

*We have various full-time, part-time, or seasonal positions available, at different times of the year; especially during the spring planting season.*

### What we will expect of You -

**Attitude** - You show your attitude and enthusiasm by arriving to work on time, by staying on task during day, and by getting the job finished before leaving at the end of the day. It is important to let your co-workers know of your whereabouts during the day and during breaks. We expect our employees to be neatly groomed and in uniform while at work. We encourage employees to offer ideas and suggestions that might make our working environment more productive, and run more efficiently. Company policies must be followed and respected, but you are encouraged to be self-disciplined and use your 'best judgement' in making decisions.

**Customer Service** - We try to exceed our customer's expectations with our products and with our employee's services. As an employee of J&L Garden Center, we expect you to portray this image, and do all you can to promote a good shopping experience for each customer. We want you to be polite, prompt, enthusiastic, and courteous at all times while working with customers. Your dedication to complete customer satisfaction is essential to achieve a satisfied customer, and have a loyal, repeating guest. Word of mouth spreads quickly through the gardening community, we want ours to be positive.

**Work Environment** - Your job is physical. You will work both inside and outside in all types of conditions; sun, rain, snow, and wind. You will get hot, cold, wet, tired, and bored. Your job requires frequent bending, consistent lifting, constant walking, and 'never-ending' standing, for your entire work schedule. We expect you to be pleasant and energetic throughout your entire shift, no matter what the conditions may be.

**Employee Relations** - We value our staff. It is important to us that you can associate well, one with another, and help each other as needed. We have several employee training meetings that serve a dual purpose **1.** Train employees about products, safety, and company policies, and **2.** Allow employees to meet, socialize, and get acquainted with each other. A cohesive staff is important to maintain positive attitudes and energetic dispositions.

**Who we are looking for** - We are seeking employees who will accept and meet the above requirements, who are knowledgeable, friendly, hard working, and reliable. If you are interested in joining us, please fill out the job application form, or come in to J&L Garden Center for an application, and for further information. Not all applicants receive an interview, but we still appreciate the time you take to fill out this form, your time is valuable. We will keep this job application on file for 90 days, at which time this application will be terminated.

**We look forward to hearing from you soon!**