



Application for Employment

Pre-employment Questionnaire

An Equal Opportunity Employer | A Drug-Free Workplace

General Information

Name _____ Today's Date ____/____/____
Last/First/Middle

Address _____
Street/City/State/Zip

Phone # _____ Email _____
 Mobile Home

Are you 18 years or older? Yes No Are you legally eligible for work in this country? Yes No

Employment Desired

Position applied for _____ Salary Desired _____

Date available for work ____/____/____ Have you applied with us before? When? ____/____/____

Are you employed now? _____ If so, may we inquire with your employer? _____

Referral Source: Walk-in Advertisement/Sign Employee (Name) _____
 Internet Other _____

Please check the following area(s) in which you are interested:
(All positions include some aspect of sales and customer service practices)

- | | | |
|---|--|---|
| <input type="checkbox"/> Nursery/Greenhouse
(Plant Knowledge & Care) | <input type="checkbox"/> Lawn & Garden
(Fertilizers, Tools, Solutions & Merchandising) | <input type="checkbox"/> Landscape Supply
(Bulk Goods & Heavy Equipment) |
| <input type="checkbox"/> Pet Department
(Animal Care & Merchandising) | <input type="checkbox"/> Pet Grooming/Bathing
(Previous Experience Required) | <input type="checkbox"/> Carryout
(Customer Pick-Up, Cart Retrieval, & Maintenance) |
| <input type="checkbox"/> Seasonal & Outdoor Living
(Patio, Grills, Home & Holiday Décor) | <input type="checkbox"/> Floral Design
(Custom Flower Arrangements) | <input type="checkbox"/> Cashier/Service Desk
(Register Operator & Product Tagging) |
| <input type="checkbox"/> Office & Administration
(Cash/ Accounting & Inventory Main.) | <input type="checkbox"/> Warehouse
(Product Receiving, Forklift Operator, & Deliveries) | <input type="checkbox"/> E-Commerce Shipping
(Order Pulling, Packing, & Maintenance) |

Availability

Note: Flexible availability has much to do with who we call for interviews and hire – especially evenings and weekends.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
FROM:							
TO:							

Status you are seeking: Full-time (30+ hrs/wk) Part-time Seasonal

Total number of hours you are looking to work per week: _____

Which location(s) do you want to be considered for placement? Frankfort, IL St. John, IN

Employment History

Provide the following information for your past and current employers, starting with the most recent (use back page or additional sheets if necessary). Explain any gaps in employment in the comments section below.

Employer _____ Supervisor's Name _____ Phone _____

Position _____ From ____/____ to ____/____ Salary ____/____
Mo/Yr Mo/Yr

Job Duties _____ Reason for Leaving _____

Employer _____ Supervisor's Name _____ Phone _____

Position _____ From ____/____ to ____/____ Salary ____/____
Mo/Yr Mo/Yr

Job Duties _____ Reason for Leaving _____

Employer _____ Supervisor's Name _____ Phone _____

Position _____ From ____/____ to ____/____ Salary ____/____
Mo/Yr Mo/Yr

Job Duties _____ Reason for Leaving _____

Which of these jobs did you like the best and why? _____

Comments _____

Educational Background

Schools Attended	Name & Location	# of Years Completed	Did You Graduate?	Subjects Studied or Degree/Diploma
High School				
College/ University				
Business/Trade School				

Subjects of special study or research: _____

Special Skills _____

US Military Service _____ Rank _____ Membership in National Guard or Reserves? _____

Personality

Why do you want to work at Alsip Home & Nursery? _____

What do you consider to be your greatest strength? _____

What do you consider to be your greatest weakness? _____

References

List the name and telephone number of three school or personal references who are not related to you.

Name	Phone	Years Known
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any other information you would like us to consider. _____

Drug Free Workplace

Alsip Home & Nursery has made a strong commitment to being a drug-free workplace. All job applicants being considered for employment at Alsip Home & Nursery will undergo testing for the presence of illegal drugs as a condition of employment. Anyone confirmed to have a positive test result will be denied employment. Alsip Home & Nursery does not discriminate against applicants because of past history of drug abuse; therefore, any individual who fails a re-employment drug test may initiate another inquiry after a period of no less than six months and present themselves as drug free.

- I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from employer's service, whenever it is discovered.
- I give the employer the right to contact and obtain information from all references, employers, motor vehicle records, and educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.
- I understand the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis of prohibited by local, state, or federal law.
- I understand this application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.
- I understand this application does not constitute an agreement or contract for employment for any specified period or duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.
- I understand it is the company's policy not to refuse to hire a qualified individual with a disability because of that person's need for reasonable accommodation as required by the ADA.
- I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____ Date ____/____/____