

## Work References

List those who have experience with you in work settings, not friends or relatives please.

Name	Relationship	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Employee Acknowledgment

I authorize Ward's Nursery & Garden Center to investigate all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that false or misleading statements on this application may be considered cause for dismissal.

I understand that any employment relationship with Ward's Nursery & Garden Center is of an "at will" nature, which means that any Employee may resign at any time and Ward's Nursery & Garden Center may discharge any Employee at any time with or without cause.

I understand that Ward's Nursery & Garden Center participates in E-Verify.

I understand that if I am applying for a driving position I must have a clean license and drug test.

**Your signature below assumes your compliance and authorization.  
This application is only active for 60 days. If you are not hired, you may reapply.**

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

Please return completed application via mail to:  
Ward's Nursery & Garden Center, attn: Employment, 600 Main St., Great Barrington, MA 01230

## About Us

Donald J. Ward Jr. started Ward's Nursery and Garden Center at 600 South Main St., Great Barrington in 1957. Starting out with 2 small greenhouses and a potting shed, Ward's has since grown into a must-see destination for gardeners and holiday enthusiasts.

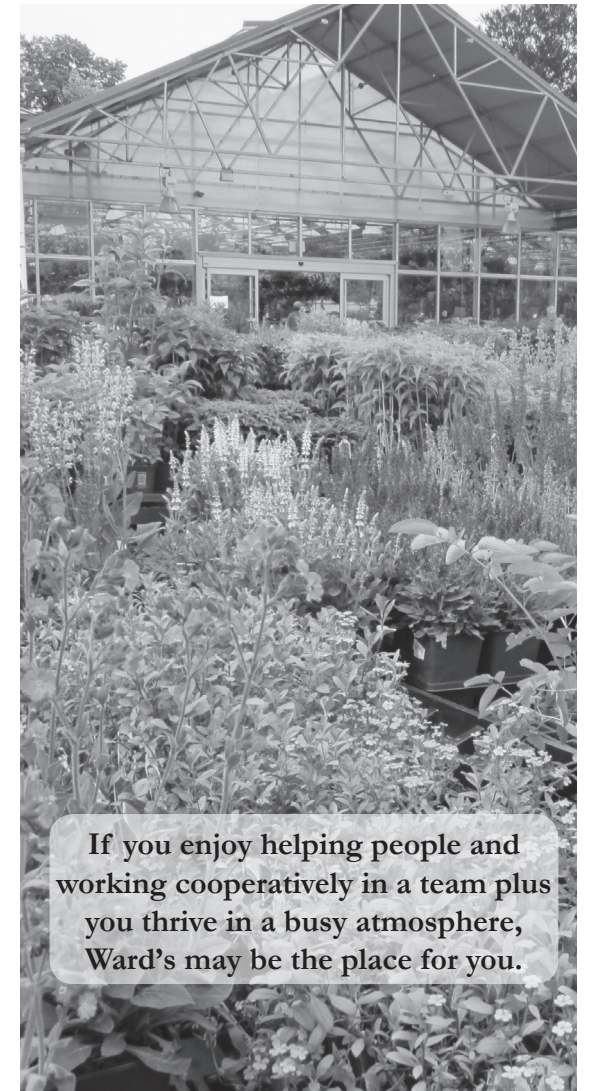
Today Greg and Mike run Ward's. When it opened in May 2010, the new garden center had space to reorganize the extensive garden accessories and incorporate efficiencies that improved customer experience and allowed for a more sustainable business operation.

At Ward's, we pride ourselves on:  
being a leader in offering horticultural products customers can count on, sharing horticultural information that customers can trust, and providing great customer service.

To do this we pledge to:

- *Sell only top quality merchandise and display the products attractively so that shopping at Ward's continues to be an enjoyable experience.*
- *Meet our customers' needs pleasantly, efficiently and effectively.*
- *Be directly responsible to each customer for every activity and transaction.*
- *Recognize and reward staff effort, loyalty and dedication.*

## Ward's Nursery & Garden Center Employment Application



**If you enjoy helping people and working cooperatively in a team plus you thrive in a busy atmosphere, Ward's may be the place for you.**

**Ward's**  
Where Gardeners Grow

**Ward's**  
Where Gardeners Grow

# Information We Need to Know About You

Ward's Nursery & Garden Center is an Equal Opportunity Employer. Applicants are considered on the basis of skills, experience and qualifications without regard to race, age, creed, color, national origin, sex, marital status or the presence of non-job related medical disability or any other legally protected status.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

What position are you applying for? \_\_\_\_\_ What rate of pay is fair for this job? \_\_\_\_\_

I am available for PART-TIME because:  Student  Other Job  Other (Explain, please) \_\_\_\_\_

How many hours per week are you looking for? \_\_\_\_\_ Date available to start: \_\_\_\_\_

Work schedules are based upon the needs of business and may be subject to change on a weekly basis. Will you work overtime if necessary?  Yes  No

Please Indicate Availability here.		Mon	Tue	Wed	Thur	Fri	Sat	Sun
	From							
	To							

Please note: It is very important that you answer the following questions truthfully. False statements on this application may result in rejection or cause for dismissal.

High School: \_\_\_\_\_ Years Completed: \_\_\_\_\_ Did You Graduate?: \_\_\_\_\_ Diploma? \_\_\_\_\_

College: \_\_\_\_\_ Years Completed: \_\_\_\_\_ Did You Graduate?: \_\_\_\_\_ Major/Degree? \_\_\_\_\_

Have you been convicted of a felony since the age of 18?  Yes  No If yes, please explain \_\_\_\_\_

## Employment Background

Please list your past jobs. Start with the most recent and work your way back. Use a sheet of paper if more space is needed.

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

Phone Number & Address: \_\_\_\_\_ Phone Number & Address: \_\_\_\_\_ Phone Number & Address: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ to: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to: \_\_\_\_\_

Last Position Held: \_\_\_\_\_ Last Position Held: \_\_\_\_\_ Last Position Held: \_\_\_\_\_

Hourly/Salary: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Hourly/Salary: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Hourly/Salary: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

## What Do You Think?

1. List three words to describe your personality or work habits:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. What three things would you do or say to treat our customers right?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Do you have any friends or family who work or who have worked at Ward's?  Yes  No  
 If yes, please list their name(s).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Please answer the following:

What change do you owe the customer if the purchase is \$15.71 and customer gives you \$20? \_\_\_\_\_

If a sale price is 25% off \$19.95, circle how much the customer will owe. \$14.96 \$4.99 \$15.99

What deal is better: 20% off the retail price of \$25.95 or \$5 off the retail price of \$25.95? \_\_\_\_\_

5. Why would you like to work for Ward's?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_