



## Work References

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

Name	Relationship	Business	Phone

## Employee Acknowledgment

I authorize Ward’s Nursery & Garden Center to investigate all statements contained in this application for employment as may be necessary to make 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 “at will”, 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 you acknowledge and authorize the above.  
This application is only active for 60 days. If you are not hired, you may reapply.**

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

Please return completed application through our website contact page, [wardsnursery.com/contact](https://wardsnursery.com/contact), or by 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 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.

Over time, Don’s sons took over the business. By implementing expansions and installing new greenhouses, they improved inventory selection and the customer experience.

In our third generation now with Eva and Sam joining Greg, Ward’s Nursery continues to grow. At Ward’s, we take pride in horticultural products customers can count on, current gardening information our customers can trust, and friendly customer service.

Our continued success depends on:

- Selling top quality merchandise and displaying products attractively so that shopping at Ward’s continues to be an enjoyable experience.
- Meeting our customers’ needs pleasantly, efficiently and effectively.
- Recognizing and rewarding staff effort, loyalty and dedication.

**Ward’s**  
Where Gardeners Grow



## Ward’s Nursery & Garden Center Employment Application



Enjoy helping people?  
Thrive in a busy, team atmosphere?  
Ward’s may be the place for you.

**Ward’s**  
Where Gardeners Grow



## Tell Us About Yourself

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: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

I am seeking work: ☐ FULL-TIME ☐ PART-TIME ☐ SEASONAL ONLY during the months of: \_\_\_\_\_

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							

\*Most customer-facing employees are expected to work at least one weekend day.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## What Do You Think?

1. List three work traits that a previous co-worker or manager may use to describe your work:

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

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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).

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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?

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