

• Employment Overview and Application Form

Please carefully review all contents of this document before completing the application form for a position on the team at ATTLEBORO FARMS.

History, Policies, and Expectations

Attleboro Farms Nursery and Greenhouses has been serving communities in both MA and RI since 1976. Our products include annuals, perennials, nursery stock, gifts, birdseed and feeders, seasonal items, and many other garden-related materials. Our growth depends on repeat customers and in particular on their overall shopping experience, which encompasses both our diverse range of quality products and the service they receive from our team. In short, we wouldn't be in business without our customers. We consider our associates our most important asset, so we hold them to the following standards:

Image

Image is very important to us. Members of the team will dress in the designated uniform and, overall, in a neat, clean, professional manner. Team members acknowledge customers when they come in the store, try to anticipate their needs, and are always be accessible to help them. **Use of cell phones at work is not permitted.**

Attitude

Our employees are expected to show up to work on time consistently. We expect associates to ask us "Is there any thing else that needs to be done?" before ending each shift and clocking out. **Employees are expected to attend weekly staff meetings and to work on weekends.** We are interested in people who care enough about our company and our customers to "go the extra mile." We encourage and reward employees who take the time to offer ideas or suggestions that might make our company run more efficiently, better serve our customers, or increase our business. We expect our company policies to be followed and respected.

Physical Work Environment

Team members will work indoors and outdoors in all types of weather including sun, heat, cold, rain, wind, and even snow, as often occurs are during the holiday season. The position at Attleboro Farms is physical; it requires frequent bending, grabbing, and lifting, as well as standing or walking for the duration of the shift. It also requires a consistently pleasant and energetic demeanor. Please note: employees are expected to lift at least 40 lbs. (a 5-gallon shrub or a 2 cu. ft. bag of soil on your own). Good physical health is necessary in order to perform our

work duties in a consistent, efficient manner.

Social Work Environment

All staff is expected to get along with each other. Personal complaints about fellow employees **will not be tolerated** unless their actions make you feel uncomfortable or impact your ability to complete your work properly. We have a social, caring, and outgoing staff. It is important that you are able to get along well with, and be a cohesive part of, our team. We expect everyone to “carry their own weight” and perform their responsibilities appropriately. In return, we’re flexible, and we’ll support your growth personally and professionally.

Customer Service

An employee of Attleboro Farms you will offer polite, prompt, energetic, enthusiastic, and courteous service with a smile. Our staff must have the ability to anticipate the customer’s needs before being asked, to be patient when confronted with a challenge, and to continually seek out knowledge of all of our plants and products. Our employees are expected to act with a sense of urgency towards our customers. Their time is valuable to them and the help they receive from our staff should be nothing less than immediate and nothing short of excellent.

If you feel that you have the above qualities, and you can work within the parameters of our company policies, expectations, and environment, we encourage you to complete the accompanying job application form and deliver it to a current member of the Attleboro Farms’ team. Thank you.

APPLICATION FORM FOR ATTLEBORO FARMS

I read, understood, and accept the accompanying History, Policies, and Expectations.

Applicant's Initials: _____

Applicant's Signature: _____

Date: _____

Federal law prohibits discrimination in employment practices because of race, religion, sex, age, handicap, sexual orientation, citizenship status or national origin. We are an equal opportunity employer. Attleboro Farms reserves the right to require drug tests of any potential employee.

Position Information

Today's Date: _____ Start Date: _____

Position desired: _____

Circle preference: Full Time Part Time Temporary Seasonal

Personal Information

Name: Last _____ First _____ Middle Initial _____

Address: Street _____

City _____ State _____ Zip _____

Are you at least 16 yrs. old? Yes No Are you at least 18 yrs. old? Yes No

Driver License Number: _____ State: _____

Phone Number: _____

Other last names used while working, if any: _____

Is there any reason why you will not be able to get to work regularly and on time?

Yes ___ No ___ If yes, explain:

Are you lawfully permitted to work in the US? Yes No

Rate of pay desired: _____ Have you worked here before? Yes No

May we contact your present employer? Yes No Previous employer? Yes No

Have you ever been dismissed or forced to resign from any employment? Yes No

If yes, identify name(s) and relevant date(s): _____

Have you ever been convicted of or pleaded guilty to a criminal offense? Yes No

If yes, give specifics: _____

Please attach a typed response to the following questions:

* Why would you like to work for Attleboro Farms rather than another retail store?

* Describe your training and experience that will enable you to perform the essential functions of this job.

* Is there any additional information you would like us to consider?

Education

Please include school name, start and completion dates, Major/Degree/Certificate earned:

High School:

Undergraduate:

Graduate:

Other:

Employment History

In the following spaces, please give a complete record of your employment including periods of employment. Begin with your most recent employment and work back. If additional space is required, please use reverse side of your application.

1. Employer: _____ From: _____ To: _____

Address: _____ Phone #: _____

Salary: Starting _____ Ending _____

Supervisor _____ Position(s): _____

Duties: _____

Reason for Leaving: _____

2. Employer: _____ From: _____ To: _____

Address: _____ Phone #: _____

Salary: Starting _____ Ending _____

Supervisor _____ Position(s): _____

Duties: _____

Reason for Leaving: _____

3. Employer: _____ From: _____ To: _____

Address: _____ Phone #: _____

Salary: Starting _____ Ending _____

Supervisor _____ Position(s): _____

Duties: _____

Reason for Leaving: _____

Personal/Work References

List the names of three individuals who know you personally and can give insight into your character. These individuals **may not be** relatives.

1. Name: _____ Position: _____

Company Name and Address: _____

Phone #: _____

2. Name: _____ Position: _____
Company Name and Address: _____
Phone #: _____

3. Name: _____ Position: _____
Company Name and Address: _____
Phone #: _____

Please carefully read the following statement:

The facts set forth above are true and complete. I hereby authorize investigation of all statements contained in this application and full disclosure of my prior education, work records and motor vehicle records, as well as my credit history, if applicable. I understand that employment is contingent upon this investigation and, if employed, false or misleading statements in this application shall be considered sufficient cause for dismissal. I hereby release Attleboro Farms, any prior employer, school or credit reporting agency, motor vehicle reporting agency, including their agents, employees, representatives or attorneys, from all liability which may arise from the providing or use of any personal, employment, school or credit references, motor vehicle reports, and from any obligation or provide me with written notifications of such disclosure. I understand that this may include a record of disciplinary action assessed by previous employers or schools. I also understand that, if employed, I will initially be placed on probationary status. **No Contracts of Employment** I recognize that this application is not an offer to enter into a contract or a contract of employment. I further recognize and agree that if I am employed by Attleboro Farms, such employment will not result in a contract for employment and that my employment may be terminated at any time for any reason.

Signature: _____ Date: _____

-----Section below for Attleboro Farms Personnel Only-----

Date Received: _____ By: _____