

# **Working at Attleboro Farms/Total Lawn & Landscape**

## **Employment Overview and Application Form**

Thank you for your interest in joining our team at Attleboro Farms and Total Lawn & Landscape. Please review the following information about our company and work environment before filling out the Application Form below.

### **History**

Attleboro Farms nursery, greenhouse and retail garden center is located in North Attleboro, Mass., and has served communities in Massachusetts and Rhode Island since 1976. We grow and sell a variety of plants and garden supplies, including annuals, perennials, vegetable starter plants, shrubs, trees, mulch, lawn & garden fertilizer, pest management products, seasonal decor and more.

Total Lawn & Landscape, established in 1985, provides property maintenance and management services, as well as landscape and hardscape design and installation, to residents and businesses in Massachusetts and Northern Rhode Island.

Total Lawn & Landscape and Attleboro Farms are family businesses owned by lifelong North Attleboro residents Kris and Deb Kieon.

### **Employee expectations**

At Attleboro Farms and Total Lawn & Landscape, we value outstanding customer service and quality products, as well as educating our customers to encourage success in their lawn and garden pursuits. Our team members are an important part of that success.

Employees are expected to be dependable, arrive at work consistently on time, offer polite and helpful interactions with customers/clients, greeting them as they arrive in the retail store, and be willing to “go the extra mile” to get the job done. Team members are expected to ask, “Is there anything else that needs to be done?” when they’ve completed a task and before ending each shift. Team members are given work uniforms that they are expected to wear and will dress in a neat, clean and professional manner. Some weekend work is required.

As an employee of Attleboro Farms and Total Lawn & Landscape, you will offer polite, prompt, enthusiastic and courteous service to our customers. Service with a smile is key to our success!

Our staff is outgoing, caring, helpful and hardworking. Questions and “teaching moments” are encouraged from our team members, as well as customers. We expect

team members to complete their work in a timely manner and continually learn about our products and practices.

Use of cell phones for non-work purposes is NOT permitted.

### **Physical work environment**

Team members work indoors and outdoors in all types of weather, including sun, heat, cold, rain, wind, and snow during our seasonal employment. Positions at Attleboro Farms and Total Lawn & Landscape are physical; the work requires frequent bending, lifting, and standing or walking for the duration of each shift. Note: Employees are expected to lift at least 40 lbs. (a 5-gallon shrub or a 2-cubic-foot bag of soil).

**If the above qualities and expectations are a fit, we encourage you to complete the following job application and email it to [hello@attleborofarms.com](mailto:hello@attleborofarms.com) for Garden Center jobs or [kris@totalll.net](mailto:kris@totalll.net) for Total Lawn & Landscape jobs. Or you can print and deliver the completed application to our team at Attleboro Farms, 491 Hickory Road, North Attleboro, MA 02760**

## **APPLICATION FORM FOR ATTLEBORO FARMS AND TOTAL LAWN & LANDSCAPE**

Federal law prohibits discrimination in employment practices because of race, religion, gender, 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: \_\_\_\_\_

Date available to start: \_\_\_\_\_

Position desired: \_\_\_\_\_

Check 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: \_\_\_\_\_

**Education**

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

High School:

\_\_\_\_\_

Undergraduate:

\_\_\_\_\_

Additional Education/Training:

\_\_\_\_\_

**Employment History**

In the following spaces, please give a complete record of your employment. Begin with your most recent employment and work back.

1. Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Supervisor \_\_\_\_\_ Position(s): \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Supervisor \_\_\_\_\_ Position(s): \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
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 or affiliation: \_\_\_\_\_  
 Phone #: \_\_\_\_\_
- 2. Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Company name or affiliation: \_\_\_\_\_  
 Phone #: \_\_\_\_\_
- 3. Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Company name or affiliation: \_\_\_\_\_  
 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 and Total Lawn & Landscape, 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 or Total Lawn & Landscape, such employment will not result in a contract for employment and that my employment may be terminated at any time for any reason.

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

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

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

Date Received: \_\_\_\_\_

**By:**-----