



## WARNER'S NURSERY

### What it takes to be an Employee at Warner's Nursery & Landscape Co.

#### Who we are

Warner's Nursery & Landscape Co. is a "corporate-run" family owned company, in business since 1970. We are a full-service, vertically integrated horticulture company, featuring an up-scale retail garden center, and offering landscape design, construction and horticultural services. Our growth depends on repeat customers who respond to a combination of our quality products, the outstanding service they receive from our employees, and the overall satisfaction they get from their shopping experience with us. We wouldn't be in business without our customers, and we are obsessed with being the best at what we do. We consider our employees a "team", and you are the most important asset.

#### **THIS IS WHAT WE EXPECT FROM YOU:**

#### Image

Image is very important to us. We are friendly, out-going, and smile to every customer. We wear our company shirts tucked in, with nametags on and baseball caps worn forward. Stained, torn, or excessively baggy clothing is unacceptable. Proper covered footwear is required based upon the physical requirements of your job. Visible pierced body parts other than earrings may not be worn during business hours. Men are expected to come to work with faces shaved unless they are growing a permanent beard or mustache. It is important to exercise good personal hygiene, including fresh breath, groomed hair and clean teeth.

#### Attitude

Our employees are expected to show up for work with enthusiasm and be consistently on time. We are not interested in "clock-watchers". We expect our employees to ask us "Is there anything else that needs to be done?" before ending each shift. We are interested in people that care enough about our company and customers to "go the extra mile". We encourage *and reward* our employees who take the time to offer ideas or suggestions that might make our company run more efficiently, service our customers better, increase our business, or save us time and money. We expect our company policy to be followed and respected. We expect our employees to take responsibility for their actions. Our employees must be self-disciplined so that our company can concentrate its efforts on supporting our employees and taking care of our customers.

#### Physical Work Environment

You will work both indoors and outdoors in all types of weather conditions including sun, heat, cold, rain and snow. Your job is physical, and requires frequent bending, grabbing and lifting. You will be on your feet all day, standing or walking, and throughout you will need to be both pleasant and energetic. You will be expected to lift at least a 5-gallon tree/shrub and a 2 cu. Ft. bag of soil. We encourage you to maintain good physical and mental preparedness to enable you to perform your work duties in a consistent, high-performance manner.

#### Social Work Environment

We have a very social, caring, and outgoing staff. It is important that you are able to get along well with people to be a cohesive part of our "team". Our company does not tolerate chronic complainers. We expect every employee to carry their weight and perform their responsibilities in an appropriate, professional manner. In return, we're flexible, and we will support your growth both personally and professionally.

#### Customer Service

As an employee of Warner's Nursery & Landscape Co. you are expected to offer polite, prompt, energetic, enthusiastic, and courteous service with a smile. Our employees must have the ability to anticipate a customer's needs before being asked. You will need to have the ability to be patient when confronted with a challenge, and to continually seek out knowledge of our plants, products and services. Our employees are expected to act with a sense of urgency towards our customers, whose time is valuable to them. Our service and quality of work must be nothing less than immediate-nothing short of excellent. We strive to exceed our customer's expectations in all situations.

#### Summary

If you feel that you possess the above qualities, and can work within the parameters of our company policy and philosophies, we encourage you to complete our job application. Thank you.

I have read and understand the above.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**APPLICATION FOR EMPLOYMENT**  
**WARNER'S NURSERY AND GARDEN CENTER**  
 1101 E. Butler Ave. Flagstaff, AZ 86001  
 (928) 774-1983 Fax (928) 774-6113

**\*\* Due to the seasonality of our business, working most WEEKENDS and HOLIDAYS is mandatory. If you are unable to work these days, Please do not apply. \*\***

Date:	Position applied for:	Days of availability:
First day you can work:	Pay desired: \$ _____ per _____	Will you be able to work Saturdays, Sundays, and Holidays: YES NO
Have you ever been employed by us? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever applied for work here before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you applying for: <input type="checkbox"/> Seasonal <input type="checkbox"/> Year round <input type="checkbox"/> Either	Referred by (circle one) 1-Recruitment 2-Ad 3-Friend 4-Employee 5-Walk in 6-Other (specify) _____

**PERSONAL INFORMATION**

Name:	Last	First	Middle
Address:	City:	State:	Zip:
			Home Phone:
Email Address:	Message Phone:		
Do you have a valid drivers license: <input type="checkbox"/> YES <input type="checkbox"/> NO	License #:	State:	Class:
Motor Vehicle MVR for last 3 years will be required from State for applicants in driving positions.			
Have you ever been convicted of a crime (felony or misdemeanor) ? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, explain: Where		
	When	Charge	Sentence
Disclosure of a criminal record will not necessarily disqualify you for employment.			

**EDUCATION: Circle last year of education completed.**

Elementary: 5 6 7 8	High School: 1 2 3 4	College: 1 2 3 4
Last school attended:		
Areas of concentration & degrees achieved:		
List any school or work achievements, interest, hobbies, and special skills (such as foreign language fluency, mechanical, operating equipment, computing skills) that would be helpful in the position you are applying for:		

**MILITARY SERVICE:** Have you ever been a member of the Armed Forces of the United States?  YES  NO  
 If yes, list any special skills or abilities you developed while in the military service which directly relates to the job for which you are applying for:

**REFERENCES: Please provide two non-related persons who may be contacted for further information.**

Name	Email address or Phone #	How Known	Years
1.			
2.			
3.			

**NOTE: Letters of recommendation will be very helpful in the employment process. References will be checked.**

**WORK EXPERIENCE:** Begin with present or most recent employer first. Please fill out completely even if you provide a resume. **Please circle** the name of any employer or supervisor you **do not** want contacted at this time.

**EMPLOYMENT HISTORY**

<b>1.</b>	Employer	Phone # :
Address:		Name of Manager:
Your Position:	Work Performed:	Starting Salary _____ per _____ Ending Salary _____ per _____
Dates employed: (mm/yy) from                    to	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	Reason for Leaving:
<b>2.</b>	Employer	Phone # :
Address:		Name of Manager:
Your Position:	Work Performed	Starting Salary _____ per _____ Ending Salary _____ per _____
Dates employed: (mm/yy) from                    to	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	Reason for Leaving:
<b>3.</b>	Employer	Phone # :
Address:		Name of Manager:
Your Position:	Work Performed	Starting Salary _____ per _____ Ending Salary _____ per _____
Dates employed: (mm/yy) from                    to	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	Reason for Leaving:

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND AND AGREE THAT ANY MISREPRESENTATION OR OMISSIONS OF FACTS IN MY APPLICATION MAY BE JUSTIFICATION FOR REFUSAL TO HIRE OR TERMINATION OF EMPLOYMENT. I AUTHORIZE ALL PAST EMPLOYERS, SCHOOLS, AND PERSONS HAVING RELEVANT INFORMATION OR KNOWLEDGE ABOUT ME TO PROVIDE IT TO WHIFFLE TREE, INC. OR ITS DULY AUTHORIZED REPRESENTATIVE FOR ITS USE IN DECIDING WHETHER OR NOT TO OFFER ME EMPLOYMENT AND SPECIFICALLY WAIVE ANY REQUIRED WRITTEN NOTIFICATION. I HEREBY RELEASE SUCH EMPLOYERS, SCHOOLS, AND PERSONS FROM LIABILITY IN RESPONDING TO INQUIRES IN CONNECTION WITH MY APPLICATION. IF AN EMPLOYMENT RELATIONSHIP IS ESTABLISHED I UNDERSTAND THAT MY EMPLOYMENT CAN BE TERMINATED, WITH OR WITHOUT CAUSE AT THE OPTION OF EITHER THE COMPANY OR MYSELF UNLESS CHANGED BY CONTRACT.  
I AGREE TO SUBMIT TO DRUG AND ALCOHOL TESTING IF REQUESTED, IN ACCORDANCE WITH COMPANY POLICY.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR OFFICE USE ONLY: \_\_\_\_\_

EMPLOYEE AVAILABILITY / CHANGE OF AVAILABILITY REQUEST FORM

*EMPLOYEE:* Show the times and days you are available for work. Whenever your schedule changes, request this form, complete it and return it to your manager or supervisor. Any change must be presented to a manager or supervisor 10 days in advance.

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I am available to work the following days and times:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
From							
To							

I would like to work this many hours a week : \_\_\_\_\_

If there are changes to original availability make change below (manager must approve changes)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
From							
To							

Manager Initials \_\_\_\_\_

Notes/Explanations (*ex; School Mon-Fri 7:00am-3:00pm*)

(*Special Requests for Time off during April-May-June*)

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

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

Emergency Contact

1. Name: \_\_\_\_\_

2. Phone: \_\_\_\_\_

3. Relationship: \_\_\_\_\_

1. Name: \_\_\_\_\_

2. Phone: \_\_\_\_\_

3. Relationship: \_\_\_\_\_