



600 W Spruce St  
Mitchell, SD 57301  
Phone: 605-996-8444  
Fax: 605-996-0856

# Employment Application

*Please circle*

**Landscape | Irrigation | Maintenance | Retail | Nursery | Other**

*Please circle*

**Full Time or Part Time**

## Applicant Information

Do you have a valid driver's license? ☐ Yes ☐ No **Is there anything that prohibits you from driving?** ☐ Yes ☐ No

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street Address Apartment/Unit#

City State ZIP Code

Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ SSN: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? ☐ Yes ☐ No If no, are you authorized to work in the US? ☐ Yes ☐ No

Have you ever worked for this company? ☐ Yes ☐ No If so, when? \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? ☐ Yes ☐ No Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? ☐ Yes ☐ No Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? ☐ Yes ☐ No Degree: \_\_\_\_\_

## References

*Please list three professional references that can be contacted.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_



## Employment Application

### Previous Employment

Please list last three places of employment, starting with the most recent.

**Company:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous employer for a reference? Yes ☐ No ☐  
Are you currently employed? Yes ☐ No ☐ May we contact your current supervisor? Yes ☐ No ☐

**Company:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous employer for a reference? Yes ☐ No ☐

**Company:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous employer for a reference? Yes ☐ No ☐

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
If other than honorable, explain: \_\_\_\_\_

### Disclaimer and Signature

I certify that my answers are true and correct to the best of my knowledge. A post-hire drug test is required for all new employees.

If this application leads to my employment, I understand that false or misleading information in my application or interview may result in my release.

► **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

In case of emergency, contact: \_\_\_\_\_

Interviewed by: \_\_\_\_\_ Hired: Yes ☐ No ☐ Wages: \_\_\_\_\_ Benefits: \_\_\_\_\_

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

| Do you have experience in these areas? | Yes | No | Willing to |
|--|-----|----|------------|
|  |     |    |            |

|  |  |  | Learn |
|--|--|--|-------|
| <b>Nursery:</b>  |  |  |       |
| Identification of trees and shrubs                       |  |  |       |
| Planting trees and shrubs                                |  |  |       |
| Planting perennials and annuals                          |  |  |       |
| Staking trees  |  |  |       |
| Lawn fertilization                                       |  |  |       |
| Chemical application                                     |  |  |       |
| <b>Landscaping:</b>                                      |  |  |       |
| Installing edging  |  |  |       |
| Installing weed barrier fabric and mulch                 |  |  |       |
| Digging holes with a spade                               |  |  |       |
| Installing brick patios and walkways                     |  |  |       |
| Installing retaining walls                               |  |  |       |
| Laying stepping stones                                   |  |  |       |
| Preparation of sod bed, laying sod                       |  |  |       |
| <b>Irrigation:</b>                                       |  |  |       |
| Installing irrigation heads                              |  |  |       |
| Installing and connecting irrigation pipe                |  |  |       |
| Installing irrigation valves                             |  |  |       |
| Installing and setting up irrigation controllers         |  |  |       |
| <b>Machinery:</b>  |  |  |       |
| Manual transmission vehicle                              |  |  |       |
| Skid loader  |  |  |       |
| Grading tractor  |  |  |       |
| Trencher   |  |  |       |
| Vibrating plow   |  |  |       |
| Jackhammer   |  |  |       |
| Sod packer   |  |  |       |
| Sod cutter   |  |  |       |
| Tiller   |  |  |       |
| Plate compactor  |  |  |       |
| Brick saw  |  |  |       |
| Chain saw  |  |  |       |
| Minor vehicle maintenance                                |  |  |       |
| Small engine repair                                      |  |  |       |
| Welding  |  |  |       |
| <b>Management:</b>                                       |  |  |       |
| Reading landscape plans                                  |  |  |       |
| Supervising crew   |  |  |       |
| <b>Please list any additional relevant skills below:</b> |  |  |       |
|  |  |  |       |



## Employment Application

### What It Takes To Be An Employee At James Valley Nursery

James Valley Nursery is a locally owned and operated company founded in 1980. We are a design/build landscaping company with a retail nursery and garden center. Our focus is landscaping, lawn maintenance, nursery stock, and other garden related materials. Our growth depends on repeat customers who respond to a combination of our quality workmanship, products, and the services they receive from our employees, and the overall satisfaction they get from their shopping experience with us. In short, we wouldn't be in business without our customers.

***We consider our employees our most important asset, and this is what we expect from you:***

#### Image

Image is very important to us. Each division within the company has a dress code and uniform requirement appropriate for the type of work environment, which you are expected to wear. Stained, torn, or excessively baggy clothing is unacceptable. Visible piercing's other than earrings may not be worn during business hours. You are expected to arrive at work with a clean, neat, and professional experience appropriate for your work and interacting with James Valley Nursery customers.

#### Attitude

Our employees are expected to show up to work on time. Come to work mentally prepared for the day's tasks and to interact with our customers. 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 and clocking out. We are interested in people that care enough about our company and customers to "go the extra mile". We encourage our employees to take the time to offer ideas or suggestions that might make our company run more efficiently, services our customers better, or increase our business. We expect our company policies to be followed and respected.

#### Physical Work Environment

You will work both indoors and outdoors in all types of weather conditions including sun, heat, cold, rain, and snow. Attire appropriate for weather conditions is your responsibility. Your job is physical, and requires frequent bending, grabbing, and lifting. You may also be working around power equipment and tools, as well as exposed to potential physical, chemical, and electrical hazards. Because of these potential hazards, **safety is a priority at James Valley Nursery. You are expected to follow all safety rules and procedures, and actively take part in protecting your safety as well as the safety of fellow employees, customers, and the public.** You will be on your feet all day, standing and walking, and throughout you will need to be both pleasant and energetic. You will be expected to lift at least a five-gallon shrub/tree and a 2 cu. ft. bag of soil on your own. We expect you to maintain good physical and mental preparedness to enable you to perform your work duties in a consistent, high-performance, and safe manner.

#### Social Work Environment

We have a social, caring, and outgoing staff. It is important that you are able to get along well with people and the rest of our staff to be a cohesive part of our team. Our company does not tolerate chronic complainers. All employees are expected to get along with each other. We do not tolerate personal complaints of fellow employees unless their actions make you feel uncomfortable, affect your ability to complete your work properly, or endanger the safety of others. We expect every employee to carry their weight and perform their responsibilities in an appropriate manner. In return we are flexible, and will support your growth both personally and professionally.

#### Customer Service

As an employee of James Valley Nursery, you are expected to offer polite, prompt, energetic, enthusiastic, and courteous customer 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 all our plants and products. Our customer's time is valuable to them and the help they receive from our staff should be nothing less than immediate – nothing short of excellent.

#### Summary

If you feel you have the above qualities and can work within the parameters of our company policies and work environment, we encourage you to complete our job application. Thank you.

*I have read and understand the above.*

► **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_