



**RIDGEFIELD**  
705 NE 199th Street, Ridgefield, WA 98642  
(360)887-3936

**VANCOUVER**  
10006 SE Mill Plain Blvd, Vancouver, WA 98664  
(360)892-7880

**EMPLOYMENT APPLICATION**

**Today's Date**

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

**Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Preferred Method of Contact:**     Home Phone     Cell Phone     E-Mail

**Other** \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

Applications are received and employees are hired without regard to race, creed, color, sex, religion, age, national origin, marital status, physical or mental handicap, disability, sexual orientation, veteran's status, citizenship status, or any other protected classes under state, local, or county regulations. The receipt of this application does not mean that job opening exist and does not obligate us in any way. We appreciate your interest in Shorty's Garden and Home.

## WHAT IT TAKES TO BE A TEAM MEMBER

### Who We Are

Shorty's Garden and Home is a family owned business. We are a retail garden center whose products include nursery stock, gifts, bulk soil and bark products, and other garden related materials. Our growth depends on repeat customers which respond to a combination of our quality and selection of products, the service they receive from our team, and the overall satisfaction they get from their shopping experience with us. In short, we couldn'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 important to us. We wear our company shirts tucked in and baseball caps are worn forward. Stained, torn, or excessively baggy clothing is unacceptable. Visibly 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 planning on growing a permanent beard or mustache that will be neatly trimmed.

### Attitude

Our employees are expected to show up to work on time consistently. 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 and reward our employees who take the time to offer ideas and suggestions that may make our company run more efficiently, service our customers better, increase business, or save us time and money. We expect our company policy to be followed and respected.

## EMPLOYMENT APPLICATION

### Physical and Social Work Environment

You will work both indoors and outdoors in all types of weather conditions including sun, heat, wind, cold, and rain. 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 be able to lift at least a 5 gallon shrub/tree and 2 cubic feet bag of soil on your own. We encourage you to maintain good physical and mental preparedness to enable you to perform your work duties in a consistent high performance manner.

We have a very social, caring, and outgoing team. 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 "Shorty's 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 or affect your ability to complete your work properly. 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 Shorty's Garden and Home 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 all our plants and products. Our employees are expected to act with a sense of urgency toward our customers. Their time is valuable to them and the help they receive from our team should be nothing less than immediate and nothing short of excellent.

### Summary

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

I have read and understand the above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**EMPLOYMENT APPLICATION**

**All questions must be answered. State N/A if question is not applicable.**

**Personal Information**

Position applying for \_\_\_\_\_

Salary expectation \_\_\_\_\_ Date you could start work \_\_\_\_\_

Have you completed an application here before?  Yes  No

If yes date/location \_\_\_\_\_

Have you been employed here before?  Yes  No

If yes date/position/location \_\_\_\_\_

Type of employment desired  Full Time  Part Time  Seasonal  Nights  Weekends

Are there any days or times during the week you are not available to work?  Yes  No

If yes, please list days & times you are not available \_\_\_\_\_

Which location are you applying for  Ridgefield  Vancouver

Are you willing to work overtime  Yes  No

Do you have steady transportation to work  Yes  No

Are you now, or do you expect to be, engaged in any other business or employment while working here?  Yes  No If yes, explain \_\_\_\_\_

Are you currently employed?  Yes  No

Why do you desire to make a change? \_\_\_\_\_

How did you hear about Shorty's? \_\_\_\_\_

Why do you want to work at Shorty's? \_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No

If yes, please explain details in full, including dates, details of offense(s) charged, jurisdiction and disposition of case \_\_\_\_\_

Are you legally eligible to work in the United State  Yes  No

\*Proof of citizenship status/identity required upon hire

Driving Record: Do you hold a valid driver's license  Yes  No State \_\_\_\_\_

Have you been convicted of any moving violation(s) in the last three years  Yes  No

If yes, give dates and explanations \_\_\_\_\_

**EDUCATION:**

Schools/Colleges Attended	#Years	Year Graduated	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## EMPLOYMENT APPLICATION

### Special Skills and Qualification:

Describe your special skills, qualities, certificates, licenses, software programs, foreign languages spoken fluently that may be relevant to a position at Shorty's: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### List three things that are important to you in a work environment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- What is the longest time you have been in one job? \_\_\_\_\_
- What was your favorite job? Why did you like it? \_\_\_\_\_
- What was your least favorite job? Why? \_\_\_\_\_
- What do you do in your spare time? (Hobbies, interests, etc.) \_\_\_\_\_
- List three adjectives that best describe you \_\_\_\_\_

**Personal References:** Provide names, addresses, phone numbers, relationship and how long known for two personal references.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship \_\_\_\_\_  
How Long \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship \_\_\_\_\_  
How Long \_\_\_\_\_ Phone Number \_\_\_\_\_

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspects of prior education, employment, financial, criminal, credit, and motor vehicle records through any investigative or credit agencies or bureau of your choice. You are also authorized to verify my background. I agree to submit to any drug or alcohol testing prior to or after employment.

I understand that if my application is accepted that employment with this company at all time is employment "at will". It is further understood that this "at will" relationship may not be changed unless it is in writing by an authorized executive of the company. I further understand that "at will" employment may be terminated at any time by myself or the company and includes no guarantee, contract, or promise of employment for any specific length of time.

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

## EMPLOYMENT APPLICATION

### Employment History:

This must be completed even when accompanied by a resume. Start with your present or last job. Include ALL assignments and positions held in the last ten years. Be specific about information and dates. You may add other jobs related to our industry. Please list all employment gaps with an explanation and dates. If you need more room please use the back of this page.

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

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

Job Title: \_\_\_\_\_

Dates Employed: From (Month/Year) \_\_\_\_\_ » To (Month/Year) \_\_\_\_\_

Reason for Change:  Resigned  Terminated

Hourly Rate, Weekly Salary or Other Weekly Earnings \_\_\_\_\_

Summary of Job Responsibilities or Work Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

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

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

Job Title: \_\_\_\_\_

Dates Employed: From (Month/Year) \_\_\_\_\_ » To (Month/Year) \_\_\_\_\_

Reason for Change:  Resigned  Terminated

Hourly Rate, Weekly Salary or Other Weekly Earnings \_\_\_\_\_

Summary of Job Responsibilities or Work Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

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

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

Job Title: \_\_\_\_\_

Dates Employed: From (Month/Year) \_\_\_\_\_ » To (Month/Year) \_\_\_\_\_

Reason for Change:  Resigned  Terminated

Hourly Rate, Weekly Salary or Other Weekly Earnings \_\_\_\_\_

Summary of Job Responsibilities or Work Performed: \_\_\_\_\_

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Supervisor's Name: \_\_\_\_\_

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

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

Job Title: \_\_\_\_\_

Dates Employed: From (Month/Year) \_\_\_\_\_ » To (Month/Year) \_\_\_\_\_

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Hourly Rate, Weekly Salary or Other Weekly Earnings \_\_\_\_\_

Summary of Job Responsibilities or Work Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_