



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: _____ 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: _____



Employment Application

Name: _____

Do you have experience in these areas?	Yes	No	Willing to Learn
Nursery:			
Identification of trees and shrubs			
Planting trees and shrubs			
Planting perennials and annuals			
Staking trees			
Lawn fertilization			
Chemical application			
Landscaping:			
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			
Irrigation:			
Installing irrigation heads			
Installing and connecting irrigation pipe			
Installing irrigation valves			
Installing and setting up irrigation controllers			
Machinery:			
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			
Management:			
Reading landscape plans			
Supervising crew			
Please list any additional relevant skills below:			



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



Employment Application

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:** _____