FORREST KEELING nursery

APPLICATION FOR EMPLOYMENT

Forrest Keeling Nursery is an equal opportunity employer. Forrest Keeling Nursery does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

PERSONAL INFORMATION

Name _____ Date_____

Address _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? ☐ Yes ☐ No

Are you at least 18 years or older? (If not, you may be required to provide authorization to work.)
☐ Yes ☐ No

Have you ever been terminated or asked to resign by an employer? ☐ Yes ☐ No

If yes, please provide company names and details _____

Can you work any shift? ☐ Yes ☐ No If no, explain: _____

Can you work overtime, including weekends? ☐ Yes ☐ No ☐ Sometimes

What is your availablity?_____

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? ☐ Yes ☐ No

EMPLOYMENT DESIRED

Date you can start _____Hourly rate/Salary desired _____

Position desired _____

Full Time (40+ hours/week) or Part Time availability: _____

REFERRAL SOURCE

How did you hear about us? ☐ Walk-In ☐ Advertisement ☐ Referral ☐ Other

Do you know anyone who works here? ☐ Yes ☐ No If yes, who?_____

Have you ever worked for us before? ☐ Yes ☐ No

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EMPLOYMENT HISTORY

Include your last five (5) years of employment history or the last 3 jobs you had. Indicate periods of unemployment, starting with the most recent and working backward in time.

Are you currently employed? ____ If so may we inquire about your present employer? _____

Most Recent Employment			
From	To	Employer Name/City	Telephone
Job Title		Immediate supervisor and title	
Summarize the nature of work performed and job responsibilities			
Reason for leaving			
Employment 2			
From	To	Employer Name/City	Telephone
Job Title		Immediate supervisor and title	
Summarize the nature of work performed and job responsibilities			
Reason for leaving			
Employment 3			
From	To	Employer Name/City	Telephone
Job Title		Immediate supervisor and title	
Summarize the nature of work performed and job responsibilities			
Reason for leaving			

Do you have any special skills, experience, and/or training that would enhance your ability to perform the position applied for? If yes, explain._____

Any experience with the following? ☐ Forklift Tractor ☐ Manual Trucks ☐ Driving trailer

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EDUCATION

EDUCATION	Name and location of school	Degree Received	Subjects studied/Major
High School			
College or University			
Trade, Business or Correspondence School			

REFERENCES

Give the names of three people not related to you, whom you have known for at least three (3) years.

Name	Phone and/or Email	Company	Years Acquainted
1			
2			
3			

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Forrest Keeling Nursery to hire me. If I am hired, I understand that either Forrest Keeling Nursery or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Forrest Keeling Nursery has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Forrest Keeling Nursery true and complete information on this application. No requested information has been concealed. I authorize Forrest Keeling Nursery to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.