

**Arber Greenhouses Ltd.  
Application for Spring Employment 2025**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Email (required): \_\_\_\_\_

Are you old enough to work legally in Alberta:  Yes  No  
 Are you legally entitled to work in Canada:  Yes  No

Arber is a customer oriented, fast paced environment. All of the staff at Arber enjoy extensive and diverse physical activity, being part of a dynamic team and working with the public. **All positions are customer service positions.**

Please note that the seasonal employment term will be March - July, with varying start and end dates based on the amount of work available. All employees should be able to safely lift 50lbs and stand for extended periods of time.

**ALL ARBER GREENHOUSES EMPLOYEES ARE FLEXIBLE IN THEIR AVAILABILITY, THIS INCLUDES EVENINGS AND WEEKENDS.**

<i>Please indicate yes or no</i>	Yes	No
Are you available evenings and weekends?		
Available for training April 7, 1-5pm, & date by depart. in description.		

**We kindly request that you complete this application only if you feel that you would enjoy and fit into this type of environment.**

Please check off **2 areas** in which you are interested in applying:

NOTE: A willingness to learn is the most important credential. All positions are customer service sales positions and focus on helping customers. Previous experience is an asset but not required.

- Cashier / Garden Centre Assistant** - Approx. term: late April to June (dates TBD): This position involves processing customer sales at the cash register (IPad), as well as keeping the front end of the store clean and tidy. Providing assistance to customers and other staff including packing and carrying purchases, stocking and pricing product, etc. Selling chemicals, fertilizer, giftware, fashion, etc. *Department training date April 9, 5-8pm.*
- Lead Cashier / Garden Centre Assistant** - Approx. term: March 3 to July 12, 2025. This position involves receiving and entering merchandise, supervising and training cashiers and maintaining a positive work environment. Duties include those listed above for cashier positions. Customer service and cashier experience

(using POS App) are an asset. Hourly wage for this full time position is \$17.25/hour. *Training date April 9, 2025, 5-8pm.*

- Greenhouse Labour and Sales** - Approx. term: March to July (dates TBD): Preparing plants for spring sales. This includes duties such as filling pots, transplanting, and pruning plant material. Stocking, cleaning plant material and keeping all areas clean and tidy. Providing plant selection, advice on care and planting, and container gardening ideas to customers are required in this position. This position requires working in a physical environment that can be warm, humid and very fast paced. It is a position that requires a lot of walking (and standing) on concrete, bending, lifting, kneeling and carrying. *Department training date April 15, 5-8pm.*
  
- Tree, Shrub & Perennial Sales** - Approx. term: May to July (dates TBD): This position includes selling trees, shrubs and perennials to customers as well as stocking, watering, pruning plant material and keeping the area clean and tidy. Providing plant selection, advice on care and planting as well as providing landscaping ideas to customers. An ability to learn and retain information quickly is essential. Loading soils and landscaping materials for customers is required. This position requires a higher degree of physical strength (ie; heavy lifting), and the ability to work outdoors in all weather conditions. *Department training date April 17, 5-8pm.*
  
- Fashion and Gift Sales** - Approx. term: May to June (dates TBD): This position involves assisting customers with fashion and giftware purchases. Engaging customers in conversation and assessing how we can be of assistance. General responsibilities include (but are not limited to) helping find product, maintaining fitting rooms, answering the phone. This position is required to assist in the general cleanliness of the store, merchandising product and various duties may be assigned as required. *Department training date April 9, 5-8pm.*

**Please select other areas of interest (if applicable):**

- Social Media participation
  Gardening and yard maintenance
  End of season greenhouse clean-up

As this is a small company, flexibility within the above areas is required. Given the seasonal nature of the business all dates are tentative.

Wages: Minimum of 24 hours/week required with exception of High School student application

Seasonal Full Time	5 days/week, 35-44hours/week	\$15.75/hour
Seasonal Part Time	24-34 hours/week	\$15.25/hour
Seasonal High School Student		\$15.00/hour

Please initial your understanding here: \_\_\_\_\_

Available start date: \_\_\_\_\_

<b>Are you available for the following shifts:</b>	<b>Yes</b>	<b>No</b>
<b>9:45am - 5:15pm (7 hour shift)</b>		
<b>9:45am - 6:15pm (8 hour shift)</b>		
<b>10:45am - 7:15pm (8 hour shift)</b>		
<b>4:15pm - 7:15pm (3 hour weekday shift)</b>		

How many hours per week are you available to work (minimum 24 hours/week; maximum 44 hours/week): \_\_\_\_\_

If you work at another business, how far in advance do you receive your schedule?  
\_\_\_\_\_

Are there any times, days, or hours that you know you will not be available to work:  
\_\_\_\_\_  
\_\_\_\_\_

Education (please check off all that are relevant)

- High School Diploma  
Name of School: \_\_\_\_\_
- College / Technical School / University  
Name of Institution: \_\_\_\_\_  
Name of Program: \_\_\_\_\_  
Diploma / Degree: \_\_\_\_\_
- Other: Please detail other education i.e. Correspondence, vocational, etc.  
\_\_\_\_\_

Employment History (Please provide if not listed on your resume):

Month/Year	Name / City of Employer	Supervisor Name	Job Title	Reason for leaving
From: To:				
From: To:				

From:				
To:				

Arber Greenhouses reserves the right to contact the past 3 employers listed under Employment History or on your resume.

Personal interest or hobbies; specialized or technical skills:

---



---



---

References: We **require** minimum of **2 occupational or educational references and phone number**. Personal References are **not** accepted.

Name: \_\_\_\_\_ Phone# \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Position / Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ Phone# \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Position / Relationship to Applicant: \_\_\_\_\_

**ARBER GREENHOUSES LTD. EMPLOYMENT POLICY**

It is the policy of Arber Greenhouses Ltd. to provide equal opportunities without regard to race, colour, religion, national origin, gender, sexual preference, age, or disability. All information received will be used for employment purposes only and will not be divulged to any outside organization unless required by law.

**DECLARATION**

I hereby certify the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements contained on this application shall be considered sufficient cause for dismissal.

---



---

Signature

Date

Thank you for applying. Only applicants that are being considered for an interview will be contacted.