

**Arber Greenhouses Ltd.**  
**Application for Spring Employment 2018**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ 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.

Arber is open year round, 6 days a week (hours vary by season);

- April: Monday - Saturday 9am - 5:30pm
- May to late-June: Monday – Friday 9am – 8pm / Saturday & Sunday 9am – 5pm

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

Are you available evenings and weekends?       Yes                       No  
Are you available for mandatory training?       April 3/18 **OR**       April 11/18

**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 – Term Mid-April to Early/Mid June:**  
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 any assistance required to customers and other staff including packing and carrying purchases, stocking and pricing product, etc. Selling chemicals, fertilizer, giftware, fashion, etc. Excellent customer service skills are required. Cashier experience is an asset.
- Greenhouse Labour and Annual Sales – Term Mid-April to Early / Mid June:** Preparing annual plants for spring sales. This includes duties such as preparing soil, filling pots, transplanting, and pruning plant material. As the season progresses the position involves selling annuals to customers. Stocking, cleaning plant material and keeping annual and work 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 and carrying. A knowledge and / or desire to learn about annuals, as well as strong customer service skills.

- ❑ **Tree, Shrub & Perennial Sales – Term May – Early / End of June:** 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 also required. Key requirements for this position are a knowledge and / or desire to learn about trees, shrubs and perennials, as well as strong customer service skills. This position requires a higher degree of heavy lifting, and the ability to work outdoors in all weather conditions as well as physical strength.
- ❑ **Greenhouse Waterer – Term April – Early / Mid June:** This position requires attention to detail and a keen interest in learning about plant needs. Applicants for this position must be able to work a regular schedule throughout April while learning about the various crops; and then in May a schedule of 7:30am – 4:00pm. After watering tasks are complete for the day, applicant will be required to work on greenhouse sales and labour. Key requirements for this position include a knowledge and /or desire to learn about plants and be able to work independently for a portion of the day.

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:

- \$13.75/hour for seasonal employment (Minimum of 24 hours / week)

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

Are you available for the following shifts:	Yes	No
7:30am - 4pm (only available to those hired to water)		
9am - 5:30pm (8 hour shift)		
9am - 3:30pm (6 hour shift)		
10:30am - 7pm (8 hour shift)		
12pm - 8:30pm (8 hour shift)		
12pm - 6:30pm (6 hour shift)		
5pm - 8:30pm (3.5 hour shift)		

How many hours per week are you available to work (minimum 24 hours/week; maximum 40 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:				

Personal Info: Specialized or Technical Skills:

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Personal Interest or Hobbies:

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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.