

**Arber Greenhouses Ltd.
Application for Spring Employment 2019**

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 mid / 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? Yes No
Training date is April 3, 2019

**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 – 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. Stocking, cleaning plant material and keeping annual and work areas clean and tidy. 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.

- ❑ **Annual Sales - Term Early May - Mid / Late June:** 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.

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:

- \$15.00/hour for seasonal employment (Minimum of 24 hours/week)

Please initial your understanding here: _____

Are you available for the following shifts:	Yes	No
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:

Personal Interest or Hobbies:

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.