

Arber Greenhouses Ltd.
Application for Spring Employment 2020

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 (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, 2020

**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 Sales – Term 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. 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. 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 physical strength (ie; heavy lifting), and the ability to work outdoors in all weather conditions.
- ❑ **Fashion and Gift Sales - Mid April / Early June:** This position involves assisting customers with fashion and giftware purchases. Engaging customers in conversation and assessing how we can be of assistance. Requirements for this position are minimum 1-year retail sales experience, physically fit (able to be on feet for an 8 hour shift and lift up to 30lbs). 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.
- ❑ **Gardener - (Part Time 8-16 hours per week, flex schedule) Term Mid May - Late Summer:** This position involves maintenance of Arber Greenhouses perennial beds. Cleaning beds, pruning plants, weeding will be required. Applicants should have a base knowledge of perennial plants in order to distinguish between weeds and desirable plants. Applicants should enjoy working independently, be physically fit and able to lean over or kneel for periods of time, enjoy working outdoors. Schedule will vary depending on the weather and amount of work required week to week.

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)		
10:30am - 7pm (8 hour shift)		
12pm - 8:30pm (8 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:				

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: _____

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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.