



Application for Employment 2020

NAME: _____

ADDRESS: _____

PHONE #: (mandatory) _____

EMAIL: _____

Cedar Rim Nursery is a customer orientated, fast paced environment.

*All of the staff at Cedar Rim Nursery enjoy diverse physical activity, being part of a dynamic team, and working closely with the public.

* All positions are customer service positions. There are no exceptions to this so please note that you are filling out an application for a position in a retail environment.

* All positions require the ability to work outdoors in all weather conditions. This includes rain, snow & extreme summer heat.

* All positions require a lot of walking, bending, lifting & use of ladders. Employees should be able to lift up to 30lbs.

ALL CEDAR RIM NURSERY EMPLOYEES ARE FLEXIBLE IN THEIR AVAILABILITY, THIS INCLUDES EVENINGS AND WEEKENDS.

Are you available evenings and weekends? yes no

• Are you available **ALL** weekends in Spring 2020 (March – June 30) yes no

If not which ones are you **NOT** available: _____

• Are you in good physical and mental health? yes no

As this is a fast paced environment this is important. If no give particulars _____

• Are you legally eligible to work in Canada yes no

• What languages do you speak fluently?

- Have you ever worked for a similar business? yes no

If Yes which one? _____

- Please rate your computer skills on a scale of 1 to 10 _____

We kindly request that you continue to fill out this application **ONLY** if you feel that you would fit into this kind of environment.

Please check off **2 areas** which you are interested in. Read the selections carefully.

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

Nursery Sales Associate

Full or Part Time

Term: February - Late Fall

Requirements for the position are:

- Minimum of 2 years retail experience
- Knowledge of trees, shrubs & perennials is required.
- Knowledge of landscape design is an asset.
- Knowledge of gardening hardgoods (irrigation, ponds, fertilizers) is an asset.
- Physically Fit (Able to be on feet for 8 hours a day & lift up to 30lbs)

General Role & Responsibilities include (but are not limited to):

- Assisting homeowners & landscapers with the selection & purchase of plant material
- Keeping the retail sales yard clean & organized
- Ensuring all plant material has signage
- Merchandising
- Various other duties may be assigned as required

Wage is dependent on experience.

Customer Service – Carry Outs

Full or Part Time

Term: February thru Late Fall

Requirements for the position are:

- A positive & outgoing demeanor is required.
- Physically Fit (Able to be on feet for 8 hours a day & repetitively lift up to 30lbs)
- Retail experience is an asset

General Role & Responsibilities include (but are not limited to):

- Assisting homeowners & landscapers with loading purchases into their vehicles
- Putting carts away
- General Cleanliness of store
- Various other duties may be assigned as required

Wage starts at \$14.60/hour

Head Cashier

Full Time

Term: Year Round

Key requirements for the position are:

- Minimum 3 years cashier experience
- Minimum 1 year experience in supervising or managing people
- Education in related fields is an asset
- Excellent Computer skills
- Strong Customer Service Skills
- Physically Fit
- Full availability (Morning, Afternoon, Evening) every day of the week (Monday – Sunday)

General Role & Responsibilities include (but are not limited to):

- Daily operations of the cash registers
- General Customer Service (purchases, returns, loading vehicles, directing customers to products)
- Cleanliness of the store (front end and employee only areas)
- Tracking stock levels of hardgoods
- Tracking stock levels of store supplies
- Training new staff
- Cash Drawer Cash outs
- Delegation of daily tasks
- Ordering of Store Supplies
- Various other duties may be assigned as required

Wage is based upon experience and starts at \$18.50 per hour. Full availability (Morning, Afternoon, evening) is required each day of the week (Monday-Sunday). This position requires being physically fit and able to lift up to 30lbs easily.

Cashier

Full or Part Time

Term: February - November

Requirements for the position are:

- Minimum 1-year Cashier experience.
- Strong computer skills
- Experience in a Garden Centre is an asset
- Physically Fit (Able to be on feet for 8 hours a day & lift up to 30lbs)

General Role & Responsibilities include (but are not limited to):

- General customer service (answering phone, helping find product etc.)
- Processing customer purchases on the POS system
- Loading product into customer's vehicles
- General Cleanliness of store
- Stocking shelves
- Various other duties may be assigned as required

Wage starts at \$15/hour

Fashion & Giftware Sales Associate

Part Time

Term: February thru Late Fall

Requirements for the position are:

- Minimum 1-year retail sales experience
- Experience in a gift or clothing shop is an asset
- Physically Fit (Able to be on feet for 8 hours a day & lift up to 30lbs)

General Role & Responsibilities include (but are not limited to):

- General customer service (answering phone, helping find product etc.)
- Meeting targeted sales goals
- General Cleanliness of store
- Merchandising seasonal product
- Various other duties may be assigned as required

Wage starts at \$15/hour

Irrigation Technician & General Maintenance

Full Time

Term: Year Round

Key requirements for the position are:

- Ability to operate equipment such as Skid steers, Fork Lifts, Tractors & Excavators
- Valid Class 5 BC Driver License is required. Class 1 or 3 is an asset
- Nursery or farm experience is an asset
- Strong Customer Service Skills
- Physically Fit (Able to be on feet for 8 hours a day & lift up to 30lbs repeatedly)
- Able to work in a high paced work environment
- Full availability (Morning, Afternoon, evening) every day of the week (Monday-Sunday)

General Role & Responsibilities include (but are not limited to):

- Installing & maintaining irrigation systems
- Minor Greenhouse & machinery repairs
- General store maintenance
- Loading & offloading trucks
- Pick-up & delivery of plant material
- Various other duties may be assigned as required

Wage is dependent on experience. Full availability (Morning, Afternoon, evening) is required each day of the week (Monday-Sunday). This position requires being physically fit and able to lift up to 30lbs easily.

Nursery Production

Full Time

Term: February - Late Fall

Key requirements for the position are:

- Ability to operate equipment such as Skid steers, Fork Lifts is an asset
- Physically Fit (Able to be on feet for 8 hours a day & lift up to 30lbs repeatedly)
- Able to work in a high paced work environment
- Full availability every day (Morning, Afternoon, evening) of the week (Monday-Sunday)

General Role & Responsibilities include (but are not limited to):

- Pruning, weeding, planting plants
- Loading & unloading trucks
- Various other duties may be assigned as required

Wage starts at \$15/hour

Retail Greenhouse Supervisor

Full Time

Term: Year Round

Key requirements for the position are:

- Minimum of 2 years Garden Centre Experience
- Minimum of 1 year supervisory experience
- Strong Customer Service Skills
- Knowledge of perennials, annuals, vegetables & tropical houseplants is required.
- Physically Fit (Able to be on feet for 8 hours a day)
- Able to work in a high paced work environment
- Full availability every day (Morning, Afternoon, evening) of the week (Monday-Sunday)

General Role & Responsibilities include (but are not limited to):

- Daily operations of the retail greenhouse which include (but are not limited to):
 - Receiving stock
 - Pricing and putting out new stock
 - Watering the greenhouse
 - Merchandising seasonal product
- Assisting customers with purchases
- Delegation of daily tasks of all employees in this department
- Training seasonal employees
- Assisting with and teaching workshops
- General cleanliness of the greenhouse
- Tracking stock levels of all product
- Various other duties may be assigned as required

Wage is based upon experience and starts at \$18.50 per hour. Full availability (Morning, Afternoon, evening) is required each day of the week (Monday-Sunday). This position requires being physically fit and able to lift up to 30lbs easily.

Retail Greenhouse Sales Associate

Full or Part Time

Term: February - Late Fall

Requirements for the position are:

- Minimum of 1 year retail experience
- Knowledge of perennials, annuals, vegetables & tropical houseplants is an asset.
- Physically Fit (Able to be on feet for 8 hours a day)

General Role & Responsibilities include (but are not limited to):

- Daily operations of the retail greenhouse which include receiving and merchandising new stock
- Assisting customers with purchases
- Assisting with workshops
- General maintenance & cleanliness of the greenhouse
- Various other duties may be assigned as required

Wage starts at \$15/hour

Field Worker

Full Time

Term: Seasonal (February thru June & September thru November)

Starting February 1st. No experience necessary. Duties include planting, digging trees, and weeding. Must be willing to work full shifts outside in any weather. Heavy lifting, bending and reaching required. \$13.85 / hr. May pay bonus.

AVAILABILITY

What type of employment are you seeking?

Part Time (Minimum of 15 hours/week and must be available on weekends and evenings.)

Full Time (Must be able to work weekends and evenings.)

How many hours/week do you prefer? _____

Are you a Student? _____

If you are a University Student please enter your school finish date here: _____

When can you start? _____

If you work at another business, how far in advance to you receive your schedule? _____

If you are currently employed elsewhere how much notice would you give to your current employer?

Please indicate any days or times you are **NOT** available by checking the box

TIMES LEFT BLANK WILL BE CONSIDERED YOUR AVAILABILITY

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
pre-9am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Education:

- High School _____ Grade/Graduation Year _____
- College/University/Technical School _____
- Program / Degree _____ Year of Graduation _____

Employment History

	Most recent Position
Previous Employer	
Former Supervisor	
Employed From	(Month/Year)
Employed to:	(Month/Year)
Position:	
Reason for Leaving:	

	2 nd Most Recent/Relevant Position
Previous Employer	
Former Supervisor	
Employed From	(Month/Year)
Employed to:	(Month/Year)
Position:	
Reason for Leaving:	

References:

We require a minimum of two occupation references & current phone numbers, as well as information on your last employer. Personal references are not required. Please ensure that the information is up to date as we check references before interviews are granted.

Name: _____ Phone #: _____

Occupation: _____ City: _____

Relation to applicant: _____

Name: _____ Phone #: _____

Occupation: _____ City: _____

Relation to applicant: _____

Name: _____ Phone #: _____

Occupation: _____ City: _____

Relation to applicant: _____

Please write a brief paragraph telling us about your background, work experience or interests that would be relevant to the position you are applying for. Please keep in mind all positions are for RETAIL WHERE CUSTOMER SKILLS ARE HIGHLY VALUED. Also, please include your WAGE EXPECTATION. This paragraph is a REQUIRED part of this application and MUST BE COMPLETED.

Please Note:

We WILL NOT consider any applications that have Omitted the above paragraph.

Signed: _____ Date: _____

Only applicants that are being considered for an interview will be contacted. Thank you for taking the time to fill out this application.



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