



## 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 30 lbs and be able to work in a fast paced environment.**

#### **What type of eligibility do you have to work in Canada?**

- Permanent eligibility (Canadian Citizen or permanent resident)
- Valid work permit (student, temporary resident or foreign worker)
- Eligible to apply for a work permit
- Not eligible to work in Canada

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

# ALL CEDAR RIM NURSERY EMPLOYEES NEED TO BE FLEXIBLE IN THEIR AVAILABILITY WHICH INCLUDES EVENINGS, WEEKENDS AND STAT HOLIDAYS

## 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 available **ALL** weekends in Spring 2020 (March – June 30) yes no  
 If not which ones are you **NOT** available: \_\_\_\_\_

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 job, how far in advance do 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
Before 8 am							
8 am to Noon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noon to 4 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 pm to 8 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After 8pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please provide additional details here regarding scheduling if required.**

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Please check at least **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 30 lbs)**
- **Full availability (Morning, Afternoon, Evening) every day of the week (Monday – Sunday)**

**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.
- Retail experience is an asset
- **Physically Fit (Able to be on feet for 8 hours a day & repetitively lift up to 30 lbs)**
- **Full availability (Morning, Afternoon, Evening) every day of the week (Monday – Sunday)**

**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

**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 & repetitively lift up to 30lbs)**
- **Full availability (Morning, Afternoon, Evening) every day of the week (Monday – Sunday)**

**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 \$15.00 per hour

**Head Cashier**

**Full Time**

**Term: Year Round**

**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 (Able to be on feet for 8 hours a day and repetitively lift up to 30 lbs)**
- **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 on experience and starts at \$18.50 per 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 30 lbs)**
- **Full availability (Morning, Afternoon, Evening) every day of the week (Monday – Sunday)**

**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

**Millright (Irrigation & Facilities)**

**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
- Able to work in a high paced work environment
- **Physically Fit (Able to be on feet for 8 hours a day & repetively lift up to 30 lbs)**
- **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 starts at \$22 per hour and is dependent on experience

**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
- Able to work in a high paced work environment
- **Physically Fit (Able to be on feet for 8 hours a day & lift repetively up to 30 lbs)**
- **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**
- Knowledge of perennials, annuals, vegetables & tropical houseplants is required.
- Able to work in a high paced work environment
- Strong Customer Service Skills
- **Physically Fit (Able to be on feet for 8 hours a day and lift up to 30 lbs))**
- **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.

**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 and lift up to 30 lbs))**
- **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 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. \$14.60 / hr. May pay bonus.

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**Education, Skills and Licenses:**

High School \_\_\_\_\_ Grade/Graduation Year \_\_\_\_\_

College/University/Technical School \_\_\_\_\_

Program / Degree \_\_\_\_\_ Year of Graduation \_\_\_\_\_

What languages do you speak fluently? \_\_\_\_\_

**Please rate your computer skills on a scale of 1 to 10 \_\_\_\_\_**

**Do you hold a valid drivers license? Class 5  Class 3  Class 1**

**Have you received forklift training?  Yes  No**

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

**If Yes which one? \_\_\_\_\_ Dates \_\_\_\_\_**

**Position \_\_\_\_\_**





## References:

We require a minimum of two work related references and current phone numbers. It is preferred that your references be someone to whom you reported to. Personal references are not required. Please ensure that the information is up to date as we check references before any job offer will be made.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Employer: \_\_\_\_\_ City: \_\_\_\_\_

Relation to applicant: \_\_\_\_\_

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Employer: \_\_\_\_\_ City: \_\_\_\_\_

Relation to applicant: \_\_\_\_\_

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Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Employer: \_\_\_\_\_ City: \_\_\_\_\_

Relation to applicant: \_\_\_\_\_

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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