



For Office Use Only	
Date Rcvd	
Taken By	
Interview	
Action	

Application for Employment

Name _____
Last
First
Middle

Current Address _____

Phone: (_____) _____

Are you legally eligible for employment in the USA? _____

If you are under the age of 18, can you provide required proof of your eligibility to work? _____

For insurance purposes, Wallace's employees must be 25 years of age or older to drive Wallace's Company vehicles. Can you provide proof of age and a valid driver's license to qualify as a company driver? Yes _____ No _____

Have you ever been convicted of a felony? _____

Do you have any previous experience in:

- garden/nursery work? _____ Details: _____
- landscaping? _____ Details: _____
- retail/merchandising? _____ Details: _____

Are you applying for full time ? _____ part time? _____

When are you available to start? _____

What days, hours are you available to work (Please be as specific as possible):

Are you available to work weekends? _____ Evenings until 8:30 pm? _____

Note: Wallace's retail hours vary during the year.

List below information on your employment history for the previous two years, beginning with the most recent.

Name and Address of Employer	Date		Job Title / Description	Salary	Reason for Leaving
	From	To			

EQUAL EMPLOYMENT OPPORTUNITY

Wallace’s Garden Center maintains a strong policy of equal employment opportunity for all employees and applicants for employment. We hire, train, promote, and compensate employees on basis of personal competence and potential for advancement, without regard for race, color, religion, sex, national origin, age, marital status, disability, or citizenship, as well as other classifications protected by applicable federal, state or local laws. Our equal employment opportunity philosophy applies to all aspects of employment with Wallace’s Garden Center including recruiting, hiring, training, transfer, promotion, job benefits, pay, dismissal, educational assistance, and social and recreational activities.

Please read and sign below:

APPLICANT’S STATEMENT

I certify that all information provided herein is true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment, resume, or job interview as may be necessary in arriving at an employment decision. I hereby waive any and all rights and claims I may have regarding the employer or its representatives for using such information in the employment process and all other persons for furnishing such information.

This application for employment shall be considered active for a period of time not to exceed (6) months. Any applicant wishing to be considered for employment beyond this time period should reapply and complete a new application.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause or notice, for any reason not prohibited by law. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing. This application does not constitute an employment offer, agreement or contract.

In the event of employment, I understand that false, incomplete or misleading information provided in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I understand that, if offered employment at Wallace’s Garden Center, I may be expected to:

- work either indoors or outdoors in all weather conditions
- perform heavy lifting (35-40 pounds)
- stand for extended periods of time
- work at a variety of work stations

Note: Wallace’s is a “Smoke Free” Environment

Signature: _____

Date: _____