



## APPLICATION FOR EMPLOYMENT

*Painters Greenhouse, established in 1973, values not only our customers, but especially our employees. Therefore, work place culture is a top priority. We work together to create a culture of respect, hard work ethic, fun, and excellent customer service. Painters welcomes new team members who are ready to support these values. Working with us is very challenging but also very rewarding!*

Please fill out the following personal information. Specific job descriptions are listed at the end of this document; when we have openings for more than one position, make sure you select the position(s) you're applying for. All employment and promotional decisions at Painters are based solely on valid job requirements, and will be made in accordance with principles of Equal Employment Opportunity.

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*first M.I. last*

Address: \_\_\_\_\_  
*street address*  
\_\_\_\_\_ *city state zip*

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

#### **circle one**

Have you worked for us before? Y or N

What is your relationship with Painters? (Do you shop here? Did a friend tell you?)

\_\_\_\_\_

### EDUCATION

High School: \_\_\_\_\_ City/State: \_\_\_\_\_

Period enrolled: \_\_\_\_\_ Did you graduate? Y or N

College: \_\_\_\_\_ City/State: \_\_\_\_\_

Period enrolled: \_\_\_\_\_ Did you graduate? Y or N Major: \_\_\_\_\_

Other education: \_\_\_\_\_ City/State: \_\_\_\_\_

Period enrolled: \_\_\_\_\_ Did you graduate? Y or N

## WORK EXPERIENCE

*Please list your most relevant and most recent work experience below.*

### Most Relevant Job(s)

Position: \_\_\_\_\_ Company: \_\_\_\_\_ Date: \_\_\_\_\_

Description of duties: \_\_\_\_\_

\_\_\_\_\_

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### Most Recent Job(s)

Position: \_\_\_\_\_ Company: \_\_\_\_\_ Date: \_\_\_\_\_

Description of duties: \_\_\_\_\_

\_\_\_\_\_

## REFERENCES

*Please list two professional references and one personal reference.*

### Professional Reference #1

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Best contact: \_\_\_\_\_

### Professional Reference #2

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Best contact: \_\_\_\_\_

### Personal Reference

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Best contact: \_\_\_\_\_

## DESCRIPTIONS & REQUIREMENTS OF EACH POSITION

### **Seasonal Retail Floor Assistant (Job duration ~ Early March - mid July, up to 40 hrs/wk)**

*Please do not apply if you are unable to work a minimum of 32 hours a week and 8 hours/day. Availability during our open days (Wednesday - Sunday) is crucial.*

Retail Floor Duties : Regularly load and unload plants from one location to another (consolidating and organizing plants), assist customers with finding plants and answer gardening questions. Periodically weed plants, dump old pots, and help keep areas tidy and clean.

Retail Floor Position Requirements : Ability to identify common ornamental and edible garden plants is required, along with hands-on experience through previous employment or home gardening. Customer service experience is preferred. The position requires the ability to lift up to 40 lbs without assistance, to bend, lift and twist while loading and unloading plants for up to 8 hours, and to perform these duties in extreme temperatures and humidity (often very hot in greenhouses). Applicant must be capable of maintaining efficiency and focus throughout varied conditions and tasks. The position also requires attention to detail and the ability to take thorough notes when given instructions. Staff at Painters need to have strong communication skills and work well as team members, as it can get hectic during our busy season. Respectful and clear communication with fellow staff and customers is essential in maintaining Painters as a positive, supportive work environment and shopping destination. Hourly rate is dependent on applicant's experience.

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### **Seasonal Cashier/Retail Floor Assistant (Job duration ~ Early March - mid July, up to 40 hrs/wk)**

*We are looking for someone to help as Retail Assistant as well as Cashier. Please apply for this position only if you are willing and able to also assist with checkout duties (reference below job requirements). Please do not apply if you are unable to work a minimum of 32 hours a week and 8 hours/day. Availability during our open days (Wednesday-Sunday) is crucial.*

Cashier Duties : Assist in running checkout counter, including responding to customer inquiries by phone and in person, totaling plant and retail purchases, taking payments, and occasionally helping customers load their vehicles.

Cashier Position Requirements : This position requires the ability to stand on concrete for up to 8 hours, and the capacity to stay organized, efficient and calm under pressure (lines can get quite long for extended periods of time). Excellent customer service and communication skills are a necessity. Basic math proficiency and the ability to be fast as well as accurate when totaling carts is a must. Our checkout system requires the ability to visually identify a wide range of pot sizes and memorize corresponding prices. It is very important for checkout staff to maintain respectful and clear communication with fellow employees as well as customers. We work hard to maintain Painters as a positive, supportive work environment and shopping destination. Hourly rate is dependent on applicant's experience.

Retail Floor Duties : Regularly load and unload plants from one location to another (consolidating and organizing plants), assist customers with finding plants and answer gardening questions. Periodically weed plants, dump old pots, and help keep areas tidy and clean.

Retail Floor Position Requirements : Ability to identify common ornamental and edible garden plants is required, along with hands-on experience through previous employment or home gardening. Customer service experience is preferred. The position requires the ability to lift up to 40 lbs without assistance, to bend, lift and twist while loading and unloading plants for up to 8 hours, and to perform these duties in extreme temperatures and humidity (often very hot in greenhouses). Applicant must be capable of maintaining efficiency and focus throughout varied conditions and tasks. The position also requires attention to detail and the ability to take thorough notes when given instructions. Staff at Painters need to have strong communication skills and work well as team members, as it can get hectic during our busy season. Respectful and clear communication with fellow staff and customers is essential in maintaining Painters as a positive, supportive work environment and shopping destination. Hourly rate is dependent on applicant's experience.

*If you are interested in joining our team but you are only available a couple days a week and/or don't have much experience with plants, we still welcome you to reach out. We often need an extra pair of hands during our busier weeks (mid April-mid June), in particular on the weekends (getting hanging baskets down for customers, dumping old pots, sorting plastics.) We also do a lot of restocking on Mondays and Tuesdays, so if you are only available those days and looking for some work we may need some extra help with moving plants.*

**Please state which position(s) you are applying for:** \_\_\_\_\_

## AVAILABILITY

Date available to start: \_\_\_\_\_

Give us an idea of your availability during our retail season (March 11th - July 19th). This application is for seasonal work during this period.

## OTHER

*(Optional) If you'd like, use this space to tell us anything else about you that wasn't covered in the application!*

## CONTACT

Please return this application via email or snail mail to the following address(es), and we will be in touch as soon as possible.

Painters Greenhouse  
734 Roy Moore Rd.  
Old Fort, NC 28762  
ATTN: Dana Owen

info@paintersgreenhouse.com  
828-668-7225