



## APPLICATION FOR EMPLOYMENT

*Please fill out the following personal information. Specific job descriptions are listed at the end of this document; if 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: \_\_\_\_\_

\_\_\_\_\_

**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 Assistant (Job duration ~ late March - late June, 25-35 hours/week per discussion with applicant)**

*We are looking for someone to help as Retail Assistant & also at the checkout counter. Please only apply for this position if you are willing and able to also aid with checkout duties (reference below job requirements). Please do not apply if you are unable to work a minimum of 25 hours a week, in particular, Wednesdays - Sundays as that is when we are open to the public.*

Job Description: Regularly load, unload and move plants from one location to another, aid customers with finding plants and answer garden questions. Periodically weed plants, and occasionally stay up to 1 hour late or arrive 1/2 hour early to help with frost protection.

Job Requirements: Familiarity with common garden plants is required. Experience with botany or gardening via college or work experience preferred, and customer service experience is very helpful. The position requires the ability to lift up to 50lbs without assistance, to bend, lift and twist while loading and unloading plants for up to 8 hours, and to perform these duties in temperatures up to 100 degrees. Applicant must be capable of maintaining efficiency 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 players, 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.

**Seasonal Propagation Assistant (Job duration ~ early February - early May, 15-20 hours/week per discussion with applicant)**

Job Description: Assist with varied aspects of plant propagation, including cutting plant material, sticking cuttings in plug trays, transplanting seedlings, and filling plug trays with soil. The position requires a minimum of 15 hours a week, and likely won't exceed 20.

Job Requirements: This job is not as physically demanding as most others at Painters; you can choose to arrange your space for standing or sitting based on preference, but must be able to work in that position for 5+ hours/day. The position requires attention to detail and ability to take thorough notes when given instructions, as well as accuracy and neatness when labeling plug trays. Effective propagation requires speed and focus in order to perform tasks efficiently and accurately. As with all jobs at Painters, it is important for applicants to work well as team players.

**Seasonal Cashier/Checkout Assistant (Job duration ~ late March - late June, 25-35 hours/week per discussion with applicant)**

*We are looking for someone to help as Retail Assistant & occasionally at checkout also. Please only apply for this position if you are willing and able to spend a majority of your time working on the retail floor (reference above job requirements), and can work the minimum hours required (30).*

Job Description: Aid with running checkout counter, including answering phone calls, answering customer questions in person, totaling carts (requiring ability to identify varying pot sizes and memorize corresponding prices), taking payments, and occasionally help customers to vehicle with cart and/or a heavy pot.

Job 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). 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. Again, it's 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.

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

**AVAILABILITY**

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

Give us an idea of your availability during our retail season (March 13th - July 14th). This application is for seasonal work during this period.

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**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 contact.**

Painters Greenhouse	info@paintersgreenhouse.com
734 Roy Moore Rd.	828-668-7225
Old Fort, NC 28762	
ATTN: Dana Owen	