



North Branch Nursery, Inc

"Our roots are here in Northwest Ohio"



*Landscape * Garden Center * Wholesale*

3359 Kesson Road

Pemberville, Ohio 43450

419-287-4679

www.NorthBranchNursery.com

We would like to thank you for taking the time to complete this job application. This packet includes our Vision Statement, Mission Statement and detailed application for employment. Please complete all of the information requested and return to the office.

VISION STATEMENT

North Branch Nursery, Inc., is a family owned and operated business that provides economic well-being for the owner and employees by producing quality trees and landscapes in Northwest Ohio. North Branch Nursery, Inc., is committed to providing a quality work environment while encouraging team members to strive for continuous improvement.

MISSION STATEMENT

The mission of North Branch Nursery, Inc., is to provide quality horticultural products and knowledge to create meaningful landscapes with our clients.

It is the policy of North Branch Nursery, Inc., to provide equal employment opportunity for all applicants and employees. In all aspects of employment, including recruitment, hiring, training, promotion, demotion, transfer, layoff, termination, compensation, and benefits, the company is committed to treating all employees without regard to sex, race, color, gender, national origin, ancestry, citizenship, religious creed, age, physical or mental disability, medical condition, marital status, family status, veteran status, genetic characteristics, pregnancy or any other legally protected basis. The company prohibits discrimination and harassment of individuals on any of the basis listed above and any other basis protected by applicable federal, state or local law.



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APPLICATION FOR EMPLOYMENT

(APPLICATION REMAINS ACTIVE FOR 90 DAYS)

DATE:		
LAST NAME:	FIRST NAME:	MIDDLE:
CURRENT STREET ADDRESS:		
CITY:	STATE:	ZIP:
# YEARS AT THIS RESIDENCE:		
HOME PHONE #:	CELL PHONE #:	

POSITION APPLYING FOR:

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.? YES _____ NO _____	ARE YOU 18 YEARS OR OLDER? YES _____ NO _____	VALID DRIVERS LICENSE: YES _____ NO _____ STATE ISSUED: LICENSE #:
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DO YOU HAVE ANY RELATIVES OR FRIENDS EMPLOYED AT NORTH BRANCH NURSERY, INC.? YES _____ NO _____ IF YES, LIST NAMES

HAVE YOU EVER BEEN CONVICTED OF OR PLED NO CONTEST TO A CRIME? ANSWERING YES MAY NOT AUTOMATICALLY BAR YOU FROM EMPLOYMENT. YES _____ NO _____

EDUCATION (Complete all sections applicable)

	Name	Address (City/State)	Course of Study	Did you Graduate?
HIGH SCHOOL				Y N
COLLEGE				Y N
UNIVERSITY				Y N
OTHER STUDIES				Y N
MILITARY				Y N

PERSONAL REFERENCES YOU HAVE KNOWN FOR THE LAST TWO YEARS
(Other than Employers or Relatives)

Name	Address	Telephone	Email
1.			
2.			
3.			

EMPLOYMENT HISTORY (BEGIN WITH PRESENT/LAST)

EMPLOYER	SUPERVISOR NAME
EMPLOYER ADDRESS	EMPLOYER PHONE
POSITION HELD	Salary/Wages: Beginning: \$_____ Ending:\$_____
DATES EMPLOYED: From:	To:
REASON FOR LEAVING:	Resigned with notice Quit with no notice Terminated
May we contact this employer?	Yes____ No____
MAJOR DUTIES PERFORMED:	

EMPLOYER	SUPERVISOR NAME
EMPLOYER ADDRESS	EMPLOYER PHONE
POSITION HELD	Salary/Wages: Beginning: \$_____ Ending:\$_____
DATES EMPLOYED: From:	To:
REASON FOR LEAVING:	Resigned with notice Quit with no notice Terminated
May we contact this employer?	Yes____ No____
MAJOR DUTIES PERFORMED:	

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MAJOR DUTIES PERFORMED:	

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I understand that if I am offered a position with North Branch Nursery, Inc., the offer will be for employment on an at-will basis. That is, the employment relationship is not guaranteed for any specific period of time and may be ended by North Branch Nursery, Inc., or me at any time, with or without notice or cause. I understand that no North Branch Nursery, Inc., representative has the authority to rescind, cancel or modify the 'at-will' relationship without the express written approval of North Branch Nursery, Inc.'s President.

I understand that if an offer of employment is extended to me by North Branch Nursery, Inc., I hereby give North Branch Nursery, Inc., permission to request the preparation of an investigative consumer report that may include information relating to my criminal record and my character in connection with my application for employment. Should I become employed by North Branch Nursery, Inc., I hereby give North Branch Nursery, Inc., permission to request the preparation of such an investigative consumer report at any time during my employment. I understand that I have the right to request that North Branch Nursery, Inc., completely and accurately disclose the nature, scope, and results of the investigation requested. Such request must be made in writing to North Branch Nursery, Inc., Human Resources.

I understand that if I am offered a position with North Branch Nursery, Inc., I authorize North Branch Nursery, Inc., to contact my current and former schools, references, and previous employers to verify the information I have provided in the application and interview process as well as information as to my performance, attendance record and separation reason and I hereby release North Branch Nursery, Inc., its officers, directors, employees or agents and any such individuals, corporation or organizations who provide such information from any liability for claims for damages in relation to such contacts.

I understand that the Immigration Reform and Control Act of 1986 requires proof of authorization to be employed in the United States. Authorized documents must be presented by me within three days of the start of employment. Failure to present these documents may prohibit or end my employment with North Branch Nursery, Inc.

I certify that all of the information supplied by me on my application for employment is true and complete. I understand that false or incomplete statements herein, or in any interview, resume or other document supplied, are grounds for rejection of my application or dismissal any time after hiring.

Applicant's Signature

Today's Date