

Gertens®

Employee Application

Applicants please download and fill out the application and submit to us in one of the following ways:

- Download, Save, and email to hr@gertens.com
- Download, Print, Scan and email to hr@gertens.com
- Download, Print and Fax to 651-239-1342
- Download, Print and drop off at Gertens Customer Service
5500 Blaine Ave, Inver Grove Heights, MN 55076
- Applications are also available in store!





Welcome and thank you for your interest in becoming a part of the Gertens family. Please make sure you have completed this application in its entirety and attach any supporting documents you wish to submit.

At Gertens we welcome energetic, friendly, service-oriented individuals. For those willing to bring these talents to our garden center every day, we are committed to providing the training necessary to ensure your success.

Gertens Hiring Process:

- **Our main hiring window is March 1st through April 30th** of the current calendar year.
- Please submit applications to us within this window either **online or in-person**. Applications received before or after these dates are often not reviewed until our hiring window opens.
- Your application will be reviewed by multiple hiring managers. This process is extremely successful for us as it enables us to match skills and talents to the right Management Team.
- **We prefer to contact you via email** if possible, so please make sure you include an email address as well as a daytime phone number to reach you.
- You can email your application and information directly to **hr@gertens.com**.
- We pride ourselves on maintaining an alcohol, drug and tobacco free workplace. Gertens conducts pre-employment drug testing upon hire, and random testing throughout the year for all employees.

Thank you for submitting your application!

Employment Questionnaire

This company is an equal opportunity employer, making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. Gertens is a drug and alcohol free workplace that participates in pre-employment and random testing of their employees.

Were you referred to fill out this application by a current employee or hiring manager? ___ Yes ___ No

If so, who? _____

Date of Application: _____ Phone Number _____

Full Name _____ Email: _____
Last First Middle

Full Address _____

Prior address if less than 5 years _____

I am applying for a position as: _____

If full time employment is not available, would you accept part-time? Yes _____ No _____

Are you 18 years of age or older? Yes _____ No _____ If no, please state age: _____

Education

<u>Name</u>	<u>City/State</u>	<u>Grade Average</u>	<u>Certificate or Diploma</u>
High School _____			

College _____
Business or Trade School _____

Other Training or Education _____

General Information

Will you travel? Yes ___ No ___ Ever Bonded? Yes ___ No ___ If yes, when and by whom _____

Have you previously filed an application with the company? Yes ___ No ___ If yes, what year? _____

Were you ever employed at this company? Yes ___ No ___ If yes, please state when and what department _____

Date available to start work? _____

Will you be available for mandatory training before starting employment? Yes ___ No ___

Do you have any relatives now employed at this company? Yes ___ No ___

If so, names _____

Do you have any friends now employed at this company? Yes ___ No ___

If so, names: _____

Emergency contact name and number _____

Experience

1.) Current or Last Employer _____ Position held _____

Address _____ Supervisor: _____

Dates of employment: Start: _____ End: _____ Wage / Salary: _____

Major Duties: _____

Reason for Leaving: _____

2.) Current or Last Employer _____ Position held _____

Address _____ Supervisor: _____

Dates of employment: Start: _____ End: _____ Wage / Salary: _____

Major Duties: _____

Reason for Leaving: _____

3.) Current or Last Employer _____ Position held _____

Address _____ Supervisor: _____

Dates of employment: Start: _____ End: _____ Wage / Salary: _____

Major Duties: _____

Reason for Leaving: _____

Additional Information

I was referred by: _____

Work performed on a volunteer basis: _____

Have you ever been discharged by an employer? Yes _____ No _____ If yes, please explain: _____

Briefly state why you want to work for this company: _____

Personal References

Do not use former employers or relatives.

Full Name _____ Occupation _____

Address _____ Phone # _____

Full Name _____ Occupation _____

Address _____ Phone # _____

Essential Job Functions

Our retail operation has several different types of positions. Each type has essential job functions listed below. Please respond to the questions listed under the type(s) of job(s) for which you are applying. You may apply for and be interviewed for more than one type of job.

GARDEN CENTER

1. Can you walk and stand on the job for extended periods of time – possibly up to 10 hours? Yes _____ No _____
2. Can you consistently lift items that weigh up to 80 pounds? Yes _____ No _____
3. Can you frequently bend, squat, reach, lift, carry, push, and pull which will be necessary when unloading trucks or stocking merchandise items? Yes _____ No _____
4. Can you work around products such as lawn chemicals, paints, solvents, pool chemicals, chemical cleaners and thinners? Yes _____ No _____
5. Do you have previous experience selling or dealing with people in sales-related situations? Yes _____ No _____
6. Are you available to work Saturdays, Sundays, and evenings? Yes _____ No _____

WAREHOUSE/OUTSIDE YARD/DELIVERY POSITIONS

1. Can you consistently lift items weighing up to 80 pounds? Yes _____ No _____
2. Have you ever operated motorized equipment such as forklifts, front end loaders? Yes _____ No _____
3. Do you have a valid driver's license? Yes _____ No _____
4. Can you frequently bend, squat, reach, lift, carry, push, and pull which will be necessary when loading or unloading trucks and stocking merchandise? Yes _____ No _____
5. Are you available to work Saturdays, Sundays, and evenings? Yes _____ No _____
6. Can you work handling lawn chemicals, solvents, and cleaning chemicals? Yes _____ No _____

CUSTOMER SERVICE / OFFICE

1. Can you consistently lift items weighing up to 80 pounds? Yes _____ No _____
2. Do you have experience in handling payroll, accounts payable, accounts receivable, or general ledger on a manual or computerized system? Yes _____ No _____
3. Do you have experience working a cash register or handling cash transactions? Yes _____ No _____
4. Have you ever been required to make cash bank deposits for a business? Yes _____ No _____
5. Are you available to work Saturdays, Sundays, and evenings? Yes _____ No _____

Please add any comments or additional information you feel is applicable.

Did you complete this application yourself? Yes _____ No _____ If not, who did ? _____

The information given on the application is true and correct to the best of my knowledge. I authorize this company to investigate all statements on this application. Falsification or elimination of information on this application is cause for dismissal at any time if employed.

I understand that my employment with Gertens shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with Gertens is terminable at will for any reason by either party.

I also understand that any job offers could be contingent on my passing a drug screening test if that is company policy for all job offers. I understand that this company is legally permitted to require a physical examination as a condition of employment once a job offer has been made. I certify that my responses above are true and correct and that I know of no limitations which would prevent me from performing the essential job functions.

As a condition of employment once a job offer has been made or when I am interviewed, I understand that this company is legally permitted to ask about my criminal background or conduct a background check as well as the status of my US Citizenship.

Applicant Signature _____ Date _____

Once you have filled this application out in full, please email it to hr@gertens.com or drop it off at Customer Service.