

Millcreek Gardens

Who we are

MILLCREEK GARDENS IS FAMILY-OWNED AND OPERATED, PROUDLY SERVING OUR CUSTOMERS SINCE 1955. As a retail garden center we specialize in nursery stock, garden decor and support items for gardeners as well as providing landscape design and installation.

OUR GOAL IS TO HAVE OUR GUESTS RETURN BECAUSE OF COMPLETE CUSTOMER SATISFACTION AND BUILDING PATRONAGE THROUGH POSITIVE WORD-OF-MOUTH. To achieve this goal we provide outstanding service, the highest quality products and bring a positive experience to our guests. We are passionate about being *the best garden center in Utah*. Our Associates are our most important asset—*you are a very important part of our success*.

What we expect from you

Attitude

OUR ASSOCIATES HAVE A GREAT ATTITUDE AND PERFORM EXCEPTIONAL CUSTOMER SERVICE. You show your enthusiasm by arriving to work on time and communicating your arrival and departure, when going on breaks or other whereabouts throughout the day with supervisors. We expect our associates to be neatly groomed and in uniform.

OUR ASSOCIATES CARE ENOUGH ABOUT OUR COMPANY AND OUR CUSTOMERS TO GO THE EXTRA MILE. We encourage and reward our employees who take the time to offer ideas and suggestions that might make our company run more efficiently, who serve our guests to their utmost and help increase our business. Company policies must be followed and respected. You are encouraged to be self-disciplined with a willingness to learn.

Customer service

WE STRIVE TO EXCEED OUR CUSTOMER'S EXPECTATIONS AND CREATE RAVING FANS. As an employee of Millcreek Gardens you will offer polite, prompt, enthusiastic and courteous service. You must have the ability to be patient when confronted with a challenge and know when to seek help from other Associates. You should act with a sense of urgency towards our guests, whose time is valuable to them. Your dedication to complete customer satisfaction is most essential to achieving repeat guests and building patronage through positive word-of-mouth.

Physical work environment

YOUR JOB IS PHYSICAL. Your work is both in and outdoors in all types of conditions including sun, heat, cold, snow and rain. Your work requires frequent bending and lifting and you will be on your feet all day both standing and walking.

THROUGHOUT YOUR SHIFT, YOU MUST BE PLEASANT AND ENERGETIC. You must be able to lift a 7-gallon tree or shrub or a 2 cu. ft. bag of soil on your own (weighing about 40 lb.).

Social work environment

WE VALUE OUR CARING AND OUTGOING STAFF, PEOPLE WITH POSITIVE ATTITUDES AND ENERGY. It is important that you are able to be a cohesive part of our team. We have an open door policy to address complaints and concerns about how to do our job better. We encourage our employees to grow both personally and professionally.

What we are looking for

WE SEEK EMPLOYEES WHO ARE KNOWLEDGEABLE, FRIENDLY, HARDWORKING AND RELIABLE. Our available positions include sales, cashiering and support positions. If you are interested in being part of a team that is passionate about customer service and the green industry, we look forward to meeting with you and discussing what roles you may fill at Millcreek Gardens. Please complete this employee application fully so that we may be more prepared and knowledgeable regarding your skills and experience when we meet with you. Not all applicants receive an interview. To increase your chances for an interview please be honest and descriptive regarding your employment history.

THANK YOU FOR APPLYING, WE LOOK FORWARD TO MEETING AND TALKING WITH YOU.

I have read and understand the above

Applicant signature **Date** / /



Millcreek Gardens

APPLICATION FOR EMPLOYMENT

Date _____ / _____ / _____

Personal

Name _____
Last First Middle

Address _____
Street City State Zip

Prior Address _____
(If less than 2 years at current address)

Phone _____ Social Security # _____
Home Cell - -

High School

High School _____ City _____ Grade completed 9 10 11 12

Education

College/Other Education

College _____ City _____ Major/Minor _____ Degree _____ GPA _____

College _____ City _____ Major/Minor _____ Degree _____ GPA _____

College _____ City _____ Major/Minor _____ Degree _____ GPA _____

Other job-related education: _____

Employment History

Present/Last employer

Name _____ MO/YR _____ To MO/YR _____ Position _____ Salary _____

Address _____ Phone Number _____ Supervisor's Name _____

Responsibilities _____

Reason for leaving _____

Next previous employer

Name _____ MO/YR _____ To MO/YR _____ Position _____ Salary _____

Address _____ Phone Number _____ Supervisor's Name _____

Responsibilities _____

Reason for leaving _____

Next previous employer

Name _____ MO/YR _____ To MO/YR _____ Position _____ Salary _____

Address _____ Phone Number _____ Supervisor's Name _____

Responsibilities _____

Reason for leaving _____

*NOTE: To be considered for employment, this application must be completely filled out on both sides. (Continued on other side)

References List the names of three people, not related to you, whom you have known at least one year.

Name	Phone	Business or Relation	Years known
Name	Phone	Business or Relation	Years known
Name	Phone	Business or Relation	Years known

Availability

Are you eligible to work in the United States? Yes No (Proof will be required before you can be employed)

Are you interested in Full Time Part Time Spring/Seasonal What date are you available? ____/____/____

Circle which days are you available? M T W TH F S What hours? AM PM Both

What type of position are you applying? _____ Wage requirement? _____

Which area/areas are you most interested in? Trees & Shrubs Flowers & Vegetables Garden Supplies Cashier Loading

Explain your experience in the field you are applying for: _____

Additional Experience

Do you have forklift experience? Yes No Certified? Yes No

Do you have a valid Utah driver's license? Yes No Any Restrictions? Yes No Commercial License? Yes No

Can you type? Yes No WPM _____ Ten-Key? Yes No

Millcreek History

Have you ever applied for a position with Millcreek Gardens? Yes No If yes, explain: _____

Have you ever worked at Millcreek Gardens? Yes No If yes, explain: _____

What brings you to our company?/Referred by: _____

I understand and agree to the following (Initial each box)

- All information is subject to verification by Millcreek Gardens, Inc. and I authorize investigation of all statements contained in this application.
- I agree that any misrepresentation or falsification of information requested here will be cause for rejection of this application or for subsequent discipline up to and including my dismissal from employment.
- I agree that if my application for employment is accepted the effective date of my employment shall be the time I actually begin to work.
- If I am employed I agree to be bound by the safety and health rules and regulations of the company, including drugs and alcohol policies and the testing and procedures program and to be bound by the *Personnel Policies and Practices Handbook* of the company.
- I agree to abide by the company's *no smoking policy* while on the company premises.
- I agree that I am employed at-will and agree that my employment is not guaranteed for any term and may be terminated by the company or by myself for any reason at any time.
- I agree that no management official or officer is authorized to make any oral assurance or promise of continued employment other than employment at-will at any time.
- If employed, I agree that my employment will be subject to the conditions of any applicable orientation period established by company policy.
- I agree that I have no health impairments or deficiencies which will prevent me from performing the work for which I am being employed with reasonable accommodation.
- I agree that this application will be considered active for only 30 days, at which time it will terminate.

Date ____/____/____ Signature _____