



222 West Lake Street
Bloomington, IL 60108
630-529-9394

2400 Randall Road
Carpentersville, IL 60110
847-428-6767

Application For Employment

AN EQUAL OPPORTUNITY EMPLOYER

Office Use Only

Start Date _____

Department _____

Hired By _____

Rate _____

SSN# _____

ADP# _____ DOB _____

Marital & Exempt _____

PT FT SFT SPT

DATE	NAME (Last, First, Middle; print exactly as it appears on your Social Security Card):		
PRESENT ADDRESS		CITY, STATE	ZIP
EMAIL ADDRESS	HOME PHONE NO.	CELL PHONE NO.	
Are you legally authorized to work in the United States? ☐ Yes ☐ No		Are you 16 years of age or older? ☐ Yes ☐ No Are you 18 years of age or older? ☐ Yes ☐ No	

EMPLOYMENT DESIRED

☐ Full Time ☐ Part Time	Hours per week desired	Salary desired:
Date you can start:	Are you employed now? ☐ Yes ☐ No	May we contact your present employer? ☐ Yes ☐ No
Position desired ☐ Greenhouse ☐ Cashier ☐ Nursery ☐ Landscape ☐ Other		
Are you related to a current PHN Employee? ☐ Yes ☐ No		If YES, their name & relationship to you?
What prompted you to apply at Platt Hill Nursery?		

EDUCATION

Name of School	City/State	Circle highest year completed	No. of years attended	GPA	Degree received	Major
Grammar School		6 7 8				
High School		9 10 11 12				
College		1 2 3 4				
Trade School		1 2 3 4				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

WORK EXPERIENCE - Please detail your last three employers below, beginning with your current or most recent employer.

Dates Worked (Month and Year)	Name and Location of Employer	Supervisor's Name	Telephone Number	Position	Salary/ Hourly Wage	Reason for Leaving
From:						
To:						
From:						
To:						
From:						
To:						

Which jobs did you like best?
What did you like about them?

REFERENCES - Please provide the names of 3 people (not related to you) who you have known for 3 or more years.

Name	Relationship	Telephone Number

SPECIAL SKILLS

Have you ever operated a cash register? ☐ Yes ☐ No	Where?	
Have you studied or are you fluent in a foreign language? ☐ Yes ☐ No	What language?	
Have you driven ☐ a stick shift? ☐ a pickup truck? ☐ a forklift? ☐ a bucket tractor? ☐ a diesel vehicle?	Do you have a valid Driver's License? ☐ Yes ☐ No	Do you carry a CDL? ☐ Yes ☐ No
Are you willing to drive a truck to do deliveries/pickups? ☐ Yes ☐ No	What special skills do you have that you wish us to consider in our employment decision?	
Are you willing and able to lift merchandise and load for 3-hour periods which weighs: ☐ 10 lbs? ☐ 25 lbs? ☐ 50 lbs? ☐ 100 lbs?		
Are you a licensed pesticide operator? ☐ Yes ☐ No	Have you worked for Platt Hill Nursery before? ☐ Yes ☐ No	
Are you a licensed pesticide applicator? ☐ Yes ☐ No	If yes, dates of employment: Are you willing to take a drug test? ☐ Yes ☐ No	

WORK AVAILABILITY – Write in the times you are available to work between 9am and 8pm. For example, Tuesday, 5pm – 8pm

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Are you involved in any sports or activities which would alter or reduce your availability to work? For example, *I play varsity basketball from October to March – we have games on most Saturdays.*

In case of emergency, notify: _____ Telephone No. _____

If hired, I consent to Platt Hill Nursery using my photographic image for advertising and promotions. ☐ Yes ☐ No

I certify that all information submitted by me is true and complete. In consideration of employment, I agree to conform to all the company's rules and regulations. I understand that my employment and compensation may be terminated by me or the company at any time, with or without cause and with or without notice.

Signature _____ Date _____

Interviewed by _____ Date _____

Comments _____
