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Lincoln, NE 68522
Phone: (402) 489-6712
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4420 Lucile Dr.
Lincoln, NE 68516
Phone: (402) 489-6543
Fax: (402) 488-9013

Application for Employment

Position Desired

<input type="checkbox"/> Landscape Design	<input type="checkbox"/> Nursery Production
<input type="checkbox"/> Landscape Crew Leader	<input type="checkbox"/> Customer Service
<input type="checkbox"/> Landscape Crew Member	<input type="checkbox"/> Sales
<input type="checkbox"/> Landscape Maintenance	<input type="checkbox"/> Office

Name: _____
Last First Middle Initial

Current Address: _____
Street City State Zip

If the above address is not permanent, please give a permanent mailing address:

Telephone: _____ Cell #: _____

Driver's License Number: _____ Is your license currently suspended or revoked?
_____ Yes _____ No

If any, what convictions for moving violations have you received within the past three years?

(Be honest, the insurance company will verify)

Have you been convicted of a felony? _____ Yes _____ No

(Be honest, the insurance company will verify)

Are you available for full time work (including weekends if necessary)? _____ Yes _____ No

If No, what hours can we rely on you to work? _____

When would you be available to begin work: _____

Are you at least 18 years of age? _____ Yes _____ No

Can you show proof of age upon hire? _____ Yes _____ No

I have read the job description and understand the requirements needed to perform the job: _____ Yes
_____ No

After reading the job description, is there any basis on which you would not be able to perform the essential functions of this position? _____ Yes _____ No

If yes, please explain:

How were you referred to this position?

(please specify name of newspaper/publication or person whom you were referred by) _____



Application for Employment

Education

Please list all schools attended:

High school:

Name & Location of School	# of years attended	Graduated y/n
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College or University:

Name & Location of School	# of years attended	Graduated y/n
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Other Training:

Name & Location of School	# of years attended	Graduated y/n
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List any and all persons willing to provide personal and/or professional references (name & phone number)

- 1 _____
- 2 _____
- 3 _____
- 4 _____

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal and that my employment is dependent on truthful answers to the foregoing inquiries.

Nebraska Nursery & Color Gardens is formally committed to providing equal employment opportunities and will not discriminate against any employee or applicant because of race, color, religion, sex, age, national origin, disability and marital or veteran status.

In consideration of my possible employment, I agree to conform to the rules and regulations of NN&CG and my employment compensation can be terminated with or without cause and with or without notice, at any time, at the option of either the company or myself. I understand that my employment with the company is not governed by any express or implied contract of employment, either written or oral.

Date:

Signature:



Application for Employment

Please give an accurate and complete account of your past full-time and part-time employment record, starting with your most recent employer.

Company Name	Supervisor/Contact	Phone Number
Address	Start Date	End Date
Name of Occupied Position	Starting Wage	Ending Wage
Additional Comments		Reason for Leaving

Company Name	Supervisor/Contact	Phone Number
Address	Start Date	End Date
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Name of Occupied Position	Starting Wage	Ending Wage
Additional Comments		Reason for Leaving

May we contact the previous employers for references? _____ Yes _____ No
Indicate those which you do not want us to contact & the reason: _____

Do you have any lifting limitations? Yes _____ No _____
Some positions may require lifting equipment weighing 100 pounds.
Do you have the ability to lift equipment weighing 100 pounds? _____ Yes _____ No

Please explain any lifting limitations _____



Application for Employment

Experience Questionnaire

Name: _____ Date: _____

Please rank (using the scale below) your proficiency in the following areas below. Please be **honest** when answering these questions, you will be tested in the various areas in order to become Certified.

Rating Scale: **1= Not Confident** **2=Somewhat Confident** **3=Confident** **4=Very Confident**

Task/Equipment	Operating	Maintaining	Safety	Teaching
Bobcat operations				
Bobcat auger				
Bobcat pinchers				
Loading/unloading of bobcat				
Transportation of bobcat				
Mini tracked loader (ditchwitch)				
Loading/unloading of mini tracked loader				
Transportation of mini tracked loader				
Small to medium utility tractors				
Manual transmission pickups				
Automatic transmission pickups				
Vehicle maintenance				
Gooseneck trailer hookup				
Pulling gooseneck trailer				
Trailer loading/unloading				
Backing up trailers				
Dump truck operation				
Dump truck loading/unloading				
Water trucks				
Sod skimmer				
Bed edger				
Tiller				
String trimmer				
Chain saw				
Pole saw				
Ball cart				
Backpack Sprayer				
Vibratory Packer				
Tape measure				
String level				
Transit				
Mowing				
Pruning perennials, shrubs & trees				



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Task/Equipment	Operating	Maintaining	Safety	Teaching
B&B handling/planting				
Container handling/planting				
Installing edging				
Installing weed barrier				
Landscape installation				
Landscape evaluations				
Pond installation				
Pond troubleshooting				
Pumps				
Irrigation systems installation				
Irrigation systems troubleshooting				
Hardscape installation				
Concrete installation				
Construction principles and practices				
Fencing and or deck installation				
Mulching				
Installing rock				
Boulder installation and or placement				
Berm installation				
Firepit installation				
Drainage systems installation				
Staking trees				
Watering nursery stock				
Welding				
Mechanic/small engine repair				
Nursery stock production				
Reading blue prints				
Drafting blue prints				
Cash register operations				
Computer skills				
Operating large commercial mowers				
Operating tractors and farm equipment				
Tree trimming				
Chemical application				
Excavation				
Grading				
Sod installation				



Application for Employment

****For Office Use Only****

Employment Interview

Interviewers Name: _____ Date: _____ Department: _____

Position Interviewing: _____ 1st Interview _____ 2nd Interview _____ 3rd Interview _____

Experience

<input type="checkbox"/>	Background not relevant to job requiremnt
<input type="checkbox"/>	Background somewhat relevant to job requirement
<input type="checkbox"/>	Acceptable background and experience
<input type="checkbox"/>	Strong background and experience
<input type="checkbox"/>	Excellent background and experience

Motivation

<input type="checkbox"/>	No interest, apathetic, indifferent
<input type="checkbox"/>	Questionable interest in position
<input type="checkbox"/>	True desire to work
<input type="checkbox"/>	Solid interest; asked questions
<input type="checkbox"/>	Excellent motivation & desire to work

Job Knowledge

<input type="checkbox"/>	None pertaining to this position
<input type="checkbox"/>	Considerable training required
<input type="checkbox"/>	Basic, but capable of learning on the job
<input type="checkbox"/>	Very capable, little training needed
<input type="checkbox"/>	Well versed, able to handle position w/o training

Composure

<input type="checkbox"/>	Nervous, fidgety and ill at ease
<input type="checkbox"/>	Strained, is easily tired
<input type="checkbox"/>	Average composure
<input type="checkbox"/>	Positive; appears to handle stress well
<input type="checkbox"/>	Exceptionally well composed

Communication

<input type="checkbox"/>	Very little; communication poor
<input type="checkbox"/>	Attempts communication but does fair job at best
<input type="checkbox"/>	Acceptable communication and fluency
<input type="checkbox"/>	Communicates well and to the point
<input type="checkbox"/>	Excellent communication; extremely fluent

Appearance

<input type="checkbox"/>	Very untidy
<input type="checkbox"/>	Below standard
<input type="checkbox"/>	Acceptable
<input type="checkbox"/>	Above average
<input type="checkbox"/>	Outstanding

This applicant is:

_____ A strong candidate _____ A possible candidate _____ Of no further interest

Type of work applicant seems most qualified for:

<input type="checkbox"/> Landscape Design	<input type="checkbox"/> Nursery Production
<input type="checkbox"/> Landscape Crew Leader	<input type="checkbox"/> Customer Service
<input type="checkbox"/> Landscape Crew Member	<input type="checkbox"/> Sales
<input type="checkbox"/> Landscape Maintenance	<input type="checkbox"/> Office

Hired _____

Wage _____

Starting Date _____

Probationary Period _____

Seasonal _____

FT/PT _____

Notes: _____

