



APPLICATION FOR SEASONAL OR REGULAR EMPLOYMENT

United States Federal Law and Everify/Immigration-I 9 form (Homeland Security)

Verification of citizenship or legal right to work in the United States will be required to work with us.

A couple examples of verification most commonly used , are:

1. photo id - such as driver's license or state issued id or school id
SUPPLIED ALONG WITH a
2. social security Card with a valid name or a birth Certificate
OR,

Just a passport or permanent resident Card by itself will do

Copied documents are NOT acceptable. They must be originals.

For a list of other forms of ID you can use, see the I-9 form or visit www.uscis.gov/i-9

If you cannot present the above I-9 identity requirements within 3 business days of starting employment, you cannot work for us. (Females, please note, your social security card has to show your current name to be valid. It cannot have your maiden name if married, or if divorced, a previous spouse's name if you no longer use that name for social security/drivers license/legal purposes.)

Please Print.

<p>Are you legally eligible and entitled for employment and to work in the United States AND can furnish proof? (see list of above examples of verification you can use or U.S. I-9 form for others)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>					
YOUR NAME		Last,	First,	Middle	Last 4 digits of Social Security Number
<hr/>					
Address					
Street:					
<hr/>					
City:		State:		Zip Code:	
Best Phone Number (s)To Reach You			Other Phone Numbers We Could Use To Reach You		
<hr/>					
Your Address is Valid from: _____ mo/dd/yr			until: _____ mo/dd/yr		

We appreciate the time you will spend in completing this application. YOU NEED TO FILL IN ALL THE BLANKS on it. This application will remain valid for six (6) months from the date you complete it.

We consider each employee an important representative of our Company. Our goal is with friendly and attentive staff to run an efficient operation. We are looking to employ people who are can work at least 40 hours per week during the growing season. We need people that can work dayshift. Please note a few of our jobs require both Saturday & Sunday work during the height of the growing/shipping period.

We insist that each employee present a neat and clean appearance. Our employees must work well with others and be able to change job assignments according to where the work is for that day/week.. You should understand that we are a horticultural (farming) business and most of our job positions are seasonal in nature, meaning employment is not continuous throughout the year but with successful job performance, you have the opportunity to be on the recall list and can become eligible for low earnings (unemployment income while on seasonal layoff).

We strongly encourage females to apply for greenhouse or CDL positions. It is the policy and practice of this Company to provide all qualified employees and applicants for employment with Equal Employment Opportunities without regard to age, race, creed, religion, color, sex, pregnancy, ancestry, national origin, physical or mental disability, service in the armed forces of the U. S., or any other status or condition protected by applicable law from discrimination. BMGI values diversity in the workplace. We will provide, upon request, reasonable accommodations to assist applicants with disabilities in applying for employment.

1. **How did you learn about our company?** (check all that apply)
 One of Bob's Employees _____ (Which one? _____) Friend _____ Relative _____
 Newspaper _____ Employment Agency _____ Walk-In _____ Internet/Website _____
 Our store sign (indoor or outside?) _____ Other (describe) _____
2. **Have you ever applied for a job with this Company?** _____ If yes, date/where/what job? _____
3. **What interested you in Bob's Market and Greenhouses Inc.?** _____
4. **Have you ever worked at the Company before?** _____ If yes, date/where/what job? _____

Check below - area(s) and job(s) you are qualified to do and willing to do.

Retail Stores

_____ Mason, West Virginia Garden Center & Market _____ Gallipolis, Ohio Garden Center & Market
 _____ Belpre, Ohio Garden Center & Market _____ Atlanta, Georgia Farmer's Market Store
 _____ Pittsburgh, Pennsylvania Wholesale Distribution Center

CDL Trucking (short trips- regional & Eastern United States, NO week long trips)

_____ CDL- A Driver _____ CDL-B Driver _____ willing to work BOTH in greenhouse & be driver, as needed

Greenhouse Production Sites

All jobs require ability to self-direct & work independently, take initiative, be proactive, manage time effectively, reason, solve problems with little to no constant supervision. Our jobs are NOT the type of "only do what requested to do then wait idly till told next task to do". Also, must have own transportation to move throughout the work day between 20 acres of various work locations. You will be required to annually train on EPA pesticide use Worker Protection Standard.

Which location can you work? _____ **Mason, West Virginia** **or** _____ **Letart, Ohio**

_____ **Entry level Light Labor** (able to lift 35 pounds, stand on concrete 8 hours, work in hot temps, **fast eye/hand coordination**, need math skills required, constant bending at neck and shoulders required, work around blooming plants, soil, dust)

_____ **Entry level Heavy Labor** (able to lift 60 pounds, stand on concrete 8 hours, walk continuously, work in hot temps, work around blooming plants, soil, dust)

_____ **Grower** (must be clean shaven and medically able to wear a chemical respirator, must be able to work 7 days a week, know basic math/chemistry (prior horticulture training a plus), work in hot temps, walking on concrete floor)

_____ **Pulling Orders** (must be able to work in hot temps, able to work at very fast pace, be very accurate with detail, work in hot temps, walking on concrete 8 hours, constant bending movement required, able to work 7 days a week in busy sales season)

_____ **Janitor** (must wear PPE for bloodborne pathogen protection & use SDS for chemical cleanants)

_____ **Maintenance** (must be able to do mechanic/electric/carpentry & use lockout tagout) _____ **IT/Computer Systems**

_____ **Accounting** (taxes, payroll, accounts payable) _____ **Clerical** (office) _____ **Human Resources** _____ **Safety**

1. Will you be at least 18 years old by your available start work date? Yes No
(Note- Persons under 18 are not permitted to use pesticides, drive a fork truck/ powered equipment, make deliveries per OSHA regulations.)
2. If your application is considered favorably, what date can you start work? _____ Reason for delay(college, etc.) _____
3. If hired and you need to stop working by a certain date, what is the end work date? _____ Reason (college, etc.) _____
4. Minimum rate of pay you must have? _____

List the times for each day on the chart **that you would be able to work**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	Mothers Day Week-end
Start time								
Quit time								

Most of our jobs are Monday through Friday, straight day shift (6am to 6 pm)

Type of employment you would accept: (check as many as apply)

- Can work full-time 40 hours a week
- Can you work overtime- any times you can't? _____
- Can work Saturday- occasionally____, routinely _____
- Can work Sunday- occasionally____, routinely _____
- Can work evenings until approx. 8 pm- occasionally____, routinely _____
- Only want to work when home from college in the summer and holidays
- In high school and want to work afternoons after school, WHEN CAN YOU BE HERE TO BEGIN WORK? _____
- In high school and want to work Saturday or Sunday, WHEN CAN YOU BE HERE TO BEGIN WORK? _____
- In high school and am doing work base assignment, WHEN CAN YOU BE HERE TO BEGIN WORK? _____
- Will take seasonal work, Can work January to May_____? Can work August to October_____?
- Will take part-time work, what are your maximum hours per week you can work _____?
- Will take a one-time assignment of a week(s)
- Can you work varied shifts/days (retail jobs)

U.S. MINOR LABOR LAWS

Is your current age 15 years or less? Yes No Is your current age 16 or 17 years Yes No

If 16 or under, can you furnish a work permit at time of interview? _____
If under 16 years, your parent/guardian must sign here

Physical Job Requirements

Most jobs require medium to heavy physical labor (lifting 30-50 lbs.). Can you do this type work? Yes No

Can you tolerate working in humidity and high temperatures without air conditioning? Yes No

Can your back, knees, and feet tolerate stand/walking on concrete floors for long periods and bending frequently? Yes No

Some jobs require keen eyesight and hand/eye coordination for fine, tiny detail work, can you do this? ? Yes No

Is there anything that would prevent you from performing any duties of the job(s) for which you have applied? (Attach another page if need more space to explain)

Education

CIRCLE the highest grade you have completed in school.

Elementary 1 2 3 4 5 6 7 8

High School 9 10 11 12 GED

College 1 2 3 4 5 6

Please DO NOT give the calendar year of your graduation.

	School Name	Address (City/State)	Number Years Attended	Did you graduate?	Major and degree, if applicable
HIGH					
COLLEGE					
GRADUATE					
VOCATIONAL					
OTHER					

Any courses now studying? _____

Employment Record Note: If there are gaps (months/years) where you show no job, please briefly explain. DO NOT disclose race, color, religion, national origin, age, disability (other than need for accommodation if applicable), military service, long term unemployment.

Are you now employed? _____

Can we contact your current employer for a reference check? _____

Last Place that You Worked or are Still Working :

Company _____ Supervisor Name _____ Phone _____
 Address _____
 Position Held _____ From ____ / ____ / ____ To ____ / ____ / ____
 Starting Pay _____ Ending Pay _____
 Responsibilities _____
 Reason you want to leave or did leave :

Place You Worked before the above one :

Company _____ Supervisor Name _____ Phone _____
 Address _____
 Position Held _____ From ____ / ____ / ____ To ____ / ____ / ____
 Starting Pay _____ Ending Pay _____
 Responsibilities _____
 Reason you left this job :

Place You Worked before the above one :

Company _____ Supervisor Name _____ Phone _____
 Address _____
 Position Held _____ From ____ / ____ / ____ To ____ / ____ / ____
 Starting Pay _____ Ending Pay _____
 Responsibilities _____
 Reason you left this job :

Place You Worked before the above one:

Company _____ **Supervisor Name** _____ **Phone** _____

Address _____

Position Held _____ **From** ____ / ____ / ____ **To** ____ / ____ / ____

Starting Pay _____ **Ending Pay** _____

Responsibilities _____

Reason you left this job :

Place You Worked before the above one:

Company _____ **Supervisor Name** _____ **Phone** _____

Address _____

Position Held _____ **From** ____ / ____ / ____ **To** ____ / ____ / ____

Starting Pay _____ **Ending Pay** _____

Responsibilities _____

Reasons for Leaving

Personal References *List three people that are NOT a relative or former boss.*

1. **Name** _____ **Contact Info (phone or email)** _____

Address(City/State) _____ **Occupation** _____ **Years Known** _____

How they know you _____

2. **Name** _____ **Contact Info (phone or email)** _____

Address (City/State) _____ **Occupation** _____ **Years Known** _____

How they know you _____

3. **Name** _____ **Contact Info (phone or email)** _____

Address (City/State) _____ **Occupation** _____ **Years Known** _____

How they know you _____

Qualifications for Employment

1. Have you ever been counseled or disciplined for being late or absent from work or school? Yes ___ No ___

2. Have you ever been counseled or disciplined for cash handling violations? Yes ___ No ___

3. The Company has a policy of assuring that the work environment is free from harassment and discrimination. Have you ever been accused of sexual harassment or other harassment, bullying (cyber or otherwise), or employment discrimination? Yes ___ No ___

4. The Company is a Drug and Alcohol Free Workplace. Will you be able to submit to a pre-employment drug and alcohol screen at any time? Yes ___ No ___

Security

Note: If you are hired and we later find you answered these questions falsely or in a misleading manner, this will result in employment termination. Conviction of a felony or misdemeanor will not automatically disqualify you from consideration for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances, and seriousness, in relation to the job for which you are applying.

Have you been convicted, pled guilty, "no contest", or admitted guilt (including time in a first time offender program) to any felony or misdemeanor in the past 7 years, other than a minor traffic offense which has not been pardoned or expunged from your record?
Yes ___ No ___

If yes: Date(s) convicted _____ Offense(s) _____ City and State for each conviction _____
Sentence Given for each _____
Are you currently serving any sentence? ___ If yes, explain _____
Are you currently on probation or parole for any such sentence? _____ If yes, explain _____

About You--- *This section of the application is your option for completion. You may choose to not complete it, if you want.*

1. Which of your previous jobs did you like the most and why? Which of your previous jobs did you enjoy the least and why?

2. Tell us about your greenhouse, gardening, shipping, truck driving, customer service, cashier or any other work or volunteer experience that would prepare you for the job you are applying to do and how it would prepare you.

3. A lot of our positions are mentally challenging (fast pace, deadlines, constantly shifting priorities requiring rapid flexibility in work) and physically challenging (working on concrete floors in hot, humid environment, with lifting involved, and daily exposure plant material and soils which can affect those with allergic or asthmatic reactivity to those. Would you be able to work with these challenges and explain why?

4. List any special skills/ abilities/ certifications (example: Worker Protection (pesticide) current card, equipment operator license, school course in horticulture, etc.)

5. First Aid or CPR Certification? _____ Which? _____ Expiration date _____

6. Have you served in the U. S. Armed Forces? _____ Branch(s) _____

7. Describe your greatest accomplishment from any previous position that you have held:

8. What are your hobbies, special interests and activities? (Please Do Not include ones that would indicate any law protected characteristic, such as race, creed, nationality, religion, age, disability, gender)

9. Anything else you want us to know?

(Example other info might be: Explain why you are a good fit for our organization and a good match for the job you are applying to do.)

READ BEFORE SIGNING and DATING THE SIGNATURE LINE BELOW

This application will become inactive after 6 (six) months. If you wish to be considered for employment after that time, you must complete a new application for employment.

As part of our procedure for processing your employment application, your personal and employment references may be checked. If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the US, have a physical examination and/or a drug test, or sign a conflict of interest agreement and abide by its terms.

This company does not discriminate against qualified applicants or employees on the basis of race, creed, national origin, ancestry, pregnancy, sex, color, age, or other status or condition protected by applicable law. However, we insist that all of our employees can perform the essential functions of their employment and have the character, integrity, and general reputation for honesty of a person we would be willing to have to represent our Company in its dealings with customers, suppliers, and/or other employees. Accordingly, we insist on complete honesty. ANY LATER DISCOVERY THAT AN APPLICANT WAS NOT HONEST IN COMPLETING THIS APPLICATION MAY RESULT IN DISCHARGE.

AFFIDAVIT:

I understand that if I am employed, false statements may result in dismissal. I authorize this Company, BMGI, to make a thorough investigation of my past employment, activities, whatever background checks, investigation of any of the facts set forth in this application, and inquiries it deems necessary (of any former employer, personal reference, or school official named in this application or referred by a person named in this application and of any law enforcement agency, KROLL Background America Inc. in order to verify any information given in my application and/or determine my qualifications and abilities and I agree to release and hold harmless all such persons from any and all liability arising from the release of such information. This investigation may also include a determination regarding whether I have a criminal record. I understand that such inquiries may include information as to my character, general reputation or personal characteristics. I agree to cooperate in such investigations, and I release from all liability or responsibility all persons and entities requesting or supplying such information. Statements I made in the application are true and complete. I understand that if, in the judgment of the Company, I have on this Application or any other Company record made any false statements, omissions, concealments, any misrepresentations or I have failed to answer any questions fully and accurately, or results of such investigation are not satisfactory, any offer made by the Company may be withdrawn or my employment with the Company may be terminated immediately, regardless of the date of discovery, without any obligation to me other than for payment at the rate agreed upon for services rendered after I have been employed. I understand that if I am offered employment with the Company I will be asked to submit to a drug and alcohol test. I agree to submit to drug, alcohol, or other testing that may be required as a condition of employment or continued employment, and I understand that refusal to promptly submit to and cooperate with such testing prior to or during my employment may result in disqualification from consideration for employment, or, if hired, termination.

A refusal to test at the assigned time, a dilute specimen, or a positive test result will result in withdrawal of the job offer.

I understand that I may be required to take a pre-employment medical exam by a designated physician to determine my medical qualification to perform specific job task requirements. Employment is conditional upon successful completion of this exam. If applying and hired to do truck driving, I understand, I must meet all applicable DOT regulations 49 CFR part 40, including safety sensitive specific requirements. I agree to comply with all federal, state, and other laws. I understand, if I am unable to maintain fitness for duty or perform the duties of my job then my employment can be terminated.

I agree to conform to the rules and regulations of the Company, and understand that, if I am hired, my employment and compensation can be terminated, without cause or notice, at any time, at the option of either the Company or myself. I understand that I may be hired for a seasonal only position and if so, my employment end-date is based on business needs. I understand I may or may not be eligible for recall if layed-off. I understand that the Company will contest filed unemployment claims for employees that quit when work is available and lay-off has not yet taken place. I further understand that no personnel recruiter or interviewer has any authority to enter into any agreement for employment for any specified period of time. If a contract is intended, I understand that it will be separately entered into in writing and signed by the Company's President or a representative he designates. I understand that neither this Application nor any document given to me by BMGI nor any statement made to me during the hiring process or thereafter is intended to be or shall be considered a contract of employment of any kind. Absent such a contract, I understand that, if hired my employment will be terminable-at-will, with or without cause or notice, and that I am being employed for any specified or definite period of time. I understand that any employee handbook or manual does not represent an employment contract if I am hired. The Company may alter, modify, amend, or terminate any of its policies and benefits, both as to active and retired employees. The information provided in this Application is true, correct, and complete in all respects.

CERTIFICATION AND AUTHORIZATION: (please complete the items in box below)

Applicant's signature:

Today's Date:

Complete this form, ONLY, if you are applying for a CDL truck driver position

Experience and Qualifications- Driver

Note: We employ both CDL-A and CDL-B licensed drivers.

We have varied driver positions, some are full time and some are part time as needed, some are driving only jobs and others are working both in the greenhouse (general labor) as well as driving when needed. Trips are regional or Eastern U.S.

	State	License No.	Type	Expiration Date
Driver				
Licenses				

A) Have you ever been denied a license, permit, or privilege to operate a motor vehicle? Yes _____ No _____

B) Has any license, permit or privilege ever been suspended or revoked? Yes _____ No _____

If the answer to either A or B is **YES**, attach statement giving details.

Driving Experience

Class of Equipment	Type of Equipment/Transmission	From	To	Approx. No. of Miles
18- wheeler box trailer				
Panel box truck				
Sprinter van				
Other				

List states operated in for last five years _____

Show special courses or training that will help you as a driver _____

Driving Experience for past 3 years or more (attach sheet if more space is needed)

	Dates	Nature of Accident (Head-On, Rear-End, Upset, Etc.)	Fatalities	Injuries
Last Accident				
Next Previous				
Next Previous				

Traffic Convictions and forfeitures for the past 3 years (other than parking violations)

Location	Date	Charge	Penalty

Previous Employer Alcohol and Drug Test Information

I, (print name) _____, social security number _____, date of birth _____
 Hereby authorize my previous employer(s) to release and forward the information requested by section 2(below) of this document concerning Alcohol and Controlled Substances Testing records within the previous 3 years from _____ (date of employment application) to Bob's Market and Greenhouses Inc., Attention: Sue Barnitz- Driver Credentialing Clerk, Phone 304-773-5438, POB 67 Mason WV 25260.

In compliance with U.S. DOT 40.25.(g) and 391.23(h), release of this information must be made in a written form that ensures confidentiality, such as fax, email, letter. See www.dot.gov for regulations

Prospective employer's confidential fax number: **304-773-5005**

Prospective employer's confidential email address: sue.barnitz@bobsmarket.com

Applicant's Signature _____

Date _____