

Riverbend Nursery, Inc.
1295 Mt. Elbert Road NW
Riner, VA 24149
(540) 763-3362 (540) 763-2022 FAX

For Office Use:	
Start Date: _____	Supervisor: _____
Rate of Pay: _____	Position: _____
Employ. # _____	Card #: _____

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination on any basis including race, color, sex, age, religion, non-disqualifying disability or national origin.

PERSONAL INFORMATION

Date: _____ Social Security Number: _____

Name: _____

Last
First
Middle

Present address: _____

Street
City
State, Zip
How Long?

Permanent address: _____

Street
City
State, Zip

Home Telephone: _____ Alternate telephone where you can be reached: _____

Who may we contact in case of an emergency? Name: _____ Telephone #: _____

Are you 18 years of age or older? Yes No

Are you 21 years of age or older? Yes No

How were you referred to us? Friend___ Employee___ Advertisement___ Other_____

Can you perform any or all job functions, with or without reasonable accommodation? Yes No
 If no, please explain. _____

Are you able to lift frequently materials weighing up to 50 lbs.? Yes No
 If no, please explain. _____

Are you able to work a minimum of 5 days a week plus some weekends? Yes No
 If no, please explain. _____

Have you ever been convicted of a felony? Yes No
 If yes, please explain. _____

EMPLOYMENT DESIRED

Position: _____ Wage Desired: _____ Date you can start: _____

Full, part time or temporary? _____ If part time, what days & hours? _____

Will you work weekends? Yes No Will you work overtime? Yes No

If presently employed, why do you wish to make a change? _____

Does your employer know of your intention to change? Yes No

May we contact your employer for a reference? Yes No

If employed by us, will you be employed by another company or self-employed? Yes No

If yes, please explain. _____

EDUCATIONAL HISTORY

	Name, City, & State	Did you Graduate?	Major Field of Study
High School			
College/Vocational			
College/Vocational			

MILITARY HISTORY

Branch: _____ Date Entered: _____
 Special training received: _____ Date Discharged: _____

EMPLOYMENT HISTORY

(List below your last three employers, starting with the most recent one first)

Company Name Address	From Month/Year From	Job Title	Salary initial	Reason for Leaving	Supervisor's Name
	To		final		
Phone#:	From		initial		
	To		final		
Phone#:	From		initial		
	To		final		
Phone#:	From		initial		
	To		final		
Phone#:					

GENERAL (Please list any skills that might be helpful in your employment at Riverbend Nursery):

I hereby certify that the information provided in this application is true and correct to the best of my knowledge. I authorize Riverbend Nursery to investigate all statements made in this application and to conduct such background investigation of me as it shall deem appropriate, and I further release from all liability or responsibility all persons, schools, organizations and other entities who supply information concerning my past employment.

I understand that any misstatements or omissions on this application will disqualify me for consideration for employment or if not discovered until after my employment begins, will be grounds for, and may result in, immediate dismissal.

I understand that, if hired, my employment will not be for any definite period. In consideration of my employment, I agree to abide by the rules and regulations and I understand and agree that my employment can be terminated, with or without cause, and with or without notice, at any time.

If the company hires you, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

Signature: _____ Date: _____

Drug and Alcohol Free Workplace Policy

Riverbend Nursery has adopted a Drug and Alcohol Free Workplace Policy. It is Riverbend Nursery's intent and commitment to operate and maintain its premises in a safe, healthful, and productive manner as possible for its employees and customers, as well as to comply with federal and state rules, regulations, or laws that relate to the maintenance of a workplace free from illegal drugs/controlled substances ("drugs") and alcohol. Consequently, and as a condition of employment, pre-employment testing is required.

Effective January 1, 2008:

Pre-employment Testing: All candidates for employment may be required to undergo a post offer, pre-employment drug and/or alcohol test and employment is conditioned upon a negative test result.