



Bob's Market and Greenhouses Inc.

POB 67
Mason WV 25260-0067
Fax 304-773-5005
www.bobsmarket.com

APPLICATION FOR SEASONAL OR REGULAR EMPLOYMENT

Dear Applicant,

Due to the large number of applications Bob's Market and Greenhouses Inc. (hereafter referred to as BMGI) receives we cannot respond to every applicant. DO NOT CALL to check on the status of your application or chances for getting hired. If a hiring manager is interested in your application you will hear from him/her directly. Note- most of our hiring takes place late December/early January each year. This Application is valid for 60 days. If you wish to be considered for employment after this 60-day period, a new Application must be completed.

Please Print. All portions of this application pertaining to you must be completed.

We appreciate the time you will spend in completing this application. Our goal is to have an efficient operation with a friendly and attentive staff. We consider each employee an important representative. We are looking to employ people who are friendly, cheerful with customers and visitors as well as fellow employees, can work as a team, are self-starters and hard workers. Each employee is highly visible to our guests and customers. Therefore we insist that each employee present a neat and clean appearance. Our standards are high and we expect employees to meet those standards. The average work day is about 8-10 hours, 5-6 days a week. You should understand that we are a horticultural business and a significant number of our job positions are seasonal in nature, meaning employment is not continuous throughout the year but with successful job performance recurs in successive years. If you are interested in employment opportunities, we look forward to hearing from you by your completion of the application and submittal to us at one of our retail stores or our corporate Human Resources office.

While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide Equal Employment Opportunity (EEO) and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

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.

BIOGRAPHICAL INFORMATION

Name (Last)	(First)	(Middle)	Social Security Number (last 4 digits only)	E-Mail Address
Permanent Address (Street) (City) (State) (Zip Code)			Daytime Phone Number	Evening Phone Number
Mailing Address – If different from permanent address.			Cell Phone Number	Alternate Phone Number

Address Valid from: _____ mo/dd/yr Until: _____ mo/dd/yr

How did you learn about our company? (check the one that applies to you)

Employment Agency _____ Friend _____ Relative _____ Newspaper _____ Walk-In _____ Internet/Website _____
Our store sign (indoor or outside?) _____ Other (describe) _____

Have you ever applied for a job with this Company? _____ If yes, date/where/what job? _____

What interested you in Bob's Market and Greenhouses Inc.? _____

Have you ever worked at the Company before? _____ If yes, date/where/what job? _____

Homeland Security- E-verify & I-9 Federal form verification

Are you legally eligible and entitled for employment and to work in the United States? Yes* No
If hired, continued employment may be dependent upon proof of citizenship or presentation of an alien registration number.

***If yes, verification will be required, which includes a photo id (such as drivers license or state issue id). If not able to furnish, you will not be considered for employment.**

Circle the Location(s) you are willing to work

Gallipolis Ohio Store - Belpre Ohio Store – Parkersburg WV Store – Atlanta GA Store –
Mason WV Store – Trucking Division only – Greenhouse and Trucking both - Greenhouse in Mason WV

Circle the Job Position(s) you for which you are applying

Greenhouse Laborer (most are seasonal)- Examples of typical duties are loading and unloading trucks, pulling orders, lifting 60-100 lbs., mixing planting media/soils, fork truck/pallet jack/pack mule driving, lots of walking on concrete floors, medium to high physical exertion. Hot and humid work environment. Could be working outside in cold weather months. Must not be allergic to plants. Should be able to wear a dust respirator and protective gloves.

Greenhouse Planter (seasonal only)- Examples of typical duties are patching, transplanting, cutting sticking. Lots of standing in one spot for long periods of time, long distances of walking, twisting/squatting/bending at waist, standing on concrete floor, and bending at the neck looking down, holding arms out from body, repetitious hand movement, lifting 20-30 lbs. medium-light to medium physical exertion. Hot and humid work environment. Must not be allergic to plants and be able to wear protective gloves.

Greenhouse Labeler (seasonal only)- Examples of typical duties are labeling plant trays and containers prior to planting. Lots of sitting and removal of sticky labels from sheets for applying. Some twisting/squatting/bending at waist, standing on concrete floor, and holding arms out from body, repetitious hand movement, lifting 10-20 lbs. light to medium-light physical exertion. Hot and humid work environment.

Greenhouse Grower Specialist - Examples of typical duties are scientific evaluation of the need for and application of light, fertilizer, water, and pesticide to the plant specimens. Diagnosis of problem situations and suggestions for solution. Lots of walking on concrete floors, pulling water hoses, lifting, medium to high physical exertion. Hot and humid work environment. Could be working outside in cold weather months. Must be able to wear a respirator and chemical resistant coveralls/PPE. Must be able to understand automated feed equipment and how to operate electronic equipment settings.

Greenhouse Seed Sower (seasonal)- Examples of typical duties are planting seed in soil media either by hand or by automated machinery. Must be able to troubleshoot and fix minor malfunctions of the machinery. Lots of standing for long periods of time on concrete floors, twisting, and bending at waist, lifting 10-20 lbs., pushing wheeled carts weighing approx. 70-100 lbs. medium to medium-high physical exertion. Work environment is hot and generally very wet due to watering system for the seed.

Greenhouse Maintenance - Examples of typical duties are any and all general maintenance duties from electrical, plumbing, carpentry, welding, to any other as needed. Must be able to troubleshoot and fix major functions of the machinery. Lots of standing for long periods of time on concrete floors, twisting, and bending at waist, lifting 50-70 lbs., medium to medium-high physical exertion. Could need to know truck and auto mechanic skills as well. Work environment is hot and humid. Could be working some outside in cold weather months.

Greenhouse Janitorial - Examples of typical duties are cleaning bathrooms and lunchrooms, dumping trash cans and cigarette receptacles, sweeping and mopping floors, cleaning snow and ice from walkways. Lots of walking and standing for long periods of time on concrete floors, twisting, and bending at waist, lifting 20-50 lbs., medium to medium-high physical exertion. Could need to know light maintenance skills as well. Work environment is hot and humid. Could be working some outside in cold weather months.

Retail Garden Center Cashier-Clerk - Examples of typical duties are stocking shelves, answering customer questions and complaints, ringing up sales, and assisting associate as needed. Work environment is not air conditioned.

Retail Garden Center Associate - Examples of typical duties are watering the plant product, stocking shelves, driving fork truck and pallet jacks, unloading trucks, assisting customers in finding product and with getting purchases to their vehicles, general light maintenance chores, and assisting cashier as needed. Work environment is not air conditioned.

Truck Driver- CDL A - Examples of typical duties are driving a 18- wheeler trucks to surrounding Eastern/ Southern states, back the same or next day. Would be traveling with product and empty on return trip. Generally multiple customer drop- off sites per load. Would be unloading product which is on wheeled carts or non-wheeled moved by pallet jack. Must meet all DOT requirements and subject to pre-hire and random drug/alcohol testing.

Truck Driver- CDL B - Examples of typical duties are driving sprinter vans/small trucks to surrounding Eastern/ Southern states or our retail stores, back the same or next day. Would be traveling with product and empty on return trip. Would be unloading product which is on wheeled carts or non-wheeled moved by pallet jack. Must meet all DOT requirements and subject to pre-hire and random drug/alcohol testing.

Clerical (secretary, purchasing/inventory, phone operator, etc.) - Corporate position.

Professional (IT, payroll, human resources, safety, accounting, sales, etc.) - Corporate position.

Management (store manager, greenhouse supervisor, etc.) - Corporate position.

Your Availability

If your application is considered favorably, what date can you start work? _____

If hired and you need to stop working by a certain date, what is the end work date? _____

Indicate the seasons you are available by circling the choices below:

Winter (January through April/May) Spring (April through July/August) Fall (August/Sept through Nov/December)

List the times in the chart below that you can work on these days of the week or week-end:

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

Type of employment: (check one)

Full-Time/regular Seasonal (with successful performance, recall eligible) Part-Time (20 hours or less per week)
 Temporary (one time assignment) Relief (work as and when required basis, no established hours) Summer
 High School Student (Is this school work based or class assignment work? _____) College Student

Is your current age 15 years or under? 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 _____

Will you be at least 18 years old by your available start date ? Yes No
 (Note- Persons under 18 are not permitted to drive a fork truck per OSHA regulations.)

Can you work overtime? Yes No Can you work different shifts different days? Yes No
 If "YES", what shifts can you work? First (early morning) Second (afternoon-evening) Third (nights)

Are you now employed? _____ If not, how long since leaving last employment? _____
 Are you applying with a relative or friend? _____ If so, please provide name _____
 Rate pay expected? _____

What are your hobbies, special interests and activities? (Do not include those indicating race, creed, nationality, or religion)

Physical History

Most of our positions require medium to heavy physical labor. Are you capable of performing such duties?

Is there anything that would prevent you from performing the duties of the job for which you have applied?

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

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

Courses now studying _____

Employment Record for the last 10 years

YOU MUST INCLUDE THE DATES OF WORK! Accuracy is essential. List last employment first and go backwards from there. Be sure all your experience or employers are listed. Use an extra sheet of paper if necessary. Time in military is optional. If you include professional organizations, exclude any that would disclose race, color, religion, or national origin. **If you attach a resume, you still MUST FULLY complete this section of the application.**

Company _____ Contact Name _____ Phone _____
Address _____ E-mail _____
Position Held _____ From ____/____/____ To ____/____/____
Starting Pay _____ Ending Pay _____
Responsibilities _____

Reasons for Leaving _____

Company _____ Contact Name _____ Phone _____
Address _____ E-mail _____
Position Held _____ From ____/____/____ To ____/____/____
Starting Pay _____ Ending Pay _____
Responsibilities _____

Reasons for Leaving _____

Company _____ Contact Name _____ Phone _____
Address _____ E-mail _____
Position Held _____ From ____/____/____ To ____/____/____
Starting Pay _____ Ending Pay _____
Responsibilities _____

Reasons for Leaving _____

Company _____ Contact Name _____ Phone _____
Address _____ E-mail _____
Position Held _____ From ____/____/____ To ____/____/____
Starting Pay _____ Ending Pay _____
Responsibilities _____

Reasons for Leaving _____

Company _____ Contact Name _____ Phone _____
Address _____ E-mail _____
Position Held _____ From ____/____/____ To ____/____/____
Starting Pay _____ Ending Pay _____
Responsibilities _____

Reasons for Leaving _____

Military Status

Have you served in the U. S. Armed Forces? _____ Branch _____ Dates: From ____/____/____ To ____/____/____
Rank at Discharge _____ Date of Discharge ____/____/____
Total Months of Active Duty _____ Rank of Induction _____ Highest Rank Attained _____
Specialized Military Experience _____

About You

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. Some of our positions are mentally (fast paced/high stress) and/or physically (stress to back and feet and hot/humid work atmosphere) challenging. Tell us about your experiences that have helped prepare you for this kind of work.

4. List any special skills, abilities, certifications, licenses, experience, or equipment you can operate, related to the job applied for:

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

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

Qualifications for Employment

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

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

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 or employment discrimination? Yes ___ No ___

The Company is a Drug and Alcohol Free Workplace. Will you be able to submit to a pre-employment drug and alcohol screen? 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 _____

Personal References

List **three** personal references who are not relatives or former supervisors/employers. Only list occupations that don't disclose race, color, religion, or national origin.

Name _____ Phone _____ E-mail _____
Address _____ Occupation _____ Years Known _____

How they know you _____

Name _____ Phone _____ E-mail _____
Address _____ Occupation _____ Years Known _____

How they know you _____

Name _____ Phone _____ E-mail _____
Address _____ Occupation _____ Years Known _____

How they know you _____

READ BEFORE SIGNING and DATING THE SIGNATURE LINE BELOW

This application will become inactive after 60 days. If you wish to be considered for employment after that time, you must complete a new application for employment. All applications will, however, be retained in our files for a period of twelve months.

As part of our procedure for processing you 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 laid-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)

Signature of applicant-	Today's Date-
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Experience and Qualifications- Driver *(for driver applicants only)*

Note: We have varied driver positions, some are full time and some are part time as needed. Some are driver only and some work both driving and as greenhouse labor. Some are CDL-A and some are CDL-B.

<i>Driver</i>	State	License No.	Type	Expiration Date
<i>Licenses</i>				

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)

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

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

<i>Location</i>	<i>Date</i>	<i>Charge</i>	<i>Penalty</i>

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 §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.

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

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

 Applicant's Signature

 Date

This information is being requested in compliance with §40.25 and §391.23. See www.dot.gov for regulations.