

The logo for Wannemaker's Home and Garden is centered within a white oval shape. The oval is set against a dark green rectangular background. The word "Wannemaker's" is written in a large, bold, dark green serif font. Below it, the words "HOME AND GARDEN" are written in a smaller, dark green, all-caps sans-serif font.

Wannemaker's
HOME AND GARDEN

Employee Application

Employment Questionnaire

This company is an equal opportunity employer, making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. Wannemaker's is a drug and alcohol free workplace that participates in pre-employment and random testing of their employees.

Date of Application: _____ Phone Number _____

Full Name _____
Last First Middle

Email: _____

Full Address: _____

Prior address if less than 5 years _____

I am applying for a position as: _____

If full time employment is not available, would you accept part-time? Yes _____ No _____

Are you 18 years of age or older? Yes _____ No _____ If no, please state age: _____

Education

<u>Name</u>	<u>City/State</u>	<u>Grade Average</u>	<u>Certificate or Diploma</u>
High School _____			
College _____			
Other Training Or Education _____			

General Information

Will you travel? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____ If yes, explain number of convictions, nature of offenses leading to convictions, how recently such offenses were committed, sentences imposed, and types of rehabilitation.

Are you a US Citizen? Yes _____ No _____

If not a US Citizen, are you a non-citizen with a Visa? Yes _____ No _____

Have you previously filed an application with the company? Yes _____ No _____

If yes, what year? _____

Were you ever employed at this company? Yes ____ No ____ If yes, please state when and what department

Date available to start work? _____

Do you have any relatives now employed at this company? Yes ____ No ____

If so, names & relationships _____

Do you have any friends now employed at this company? Yes ____ No ____

If so, names: _____

Emergency contact name and number _____

Experience

1.) Current or Last Employer _____ Position held _____

Address _____ Supervisor: _____

Dates of employment: Start: _____ End: _____ Wage / Salary: _____

Major Duties: _____

Reason for Leaving: _____

2.) Current or Last Employer _____ Position held _____

Address _____ Supervisor: _____

Dates of employment: Start: _____ End: _____ Wage / Salary: _____

Major Duties: _____

Reason for Leaving: _____

3.) Current or Last Employer _____ Position held _____

Address _____ Supervisor: _____

Dates of employment: Start: _____ End: _____ Wage / Salary: _____

Major Duties: _____

Reason for Leaving: _____

Additional Information

I was referred by: _____

Have you ever been discharged by an employer? Yes _____ No _____ If yes, please

explain: _____

Briefly state why you want to work for this company:

Personal References

Please do not use former employers or relatives.

Full Name _____ Occupation _____

Address _____ Phone # _____

Full Name _____ Occupation _____

Address _____ Phone # _____

Essential Job Functions

Our retail operation has several different types of positions. Each type has essential job functions listed below. Please respond to the questions listed under the type(s) of job(s) for which you are applying. You may apply for and be interviewed for more than one type of job.

GARDEN CENTER

1. Can you walk and stand on the job for extended periods of time – possibly up to 10 hours? Yes _____ No _____
2. Can you consistently lift items that weigh up to 50 pounds? Yes _____ No _____
3. Can you frequently bend, squat, reach, lift, carry, push, and pull which will be necessary when unloading trucks or stocking merchandise items? Yes _____ No _____
4. Can you work around products such as lawn chemicals and pond chemicals? Yes _____ No _____
5. Do you have previous experience selling or dealing with people in sales-related situations? Yes _____ No _____
6. Are you able to work Saturdays, Sundays, and evenings? Yes _____ No _____

WAREHOUSE/OUTSIDE YARD/DELIVERY POSITIONS

1. Can you consistently lift items weighing up to 80 pounds? Yes _____ No _____
2. Have you ever operated motorized equipment such as forklifts, front end loaders? Yes _____ No _____
3. Do you have a valid driver's license? Yes _____ No _____
4. Can you frequently bend, squat, reach, lift, carry, push, and pull which will be necessary when loading or unloading trucks and stocking merchandise? Yes _____ No _____
5. Are you able to work Saturdays, Sundays, and evenings? Yes _____ No _____
6. Can you work handling lawn chemicals and pond chemicals? Yes _____ No _____

CUSTOMER SERVICE / CASHIER/ OFFICE

- 1. Can you consistently lift items weighing up to 50 pounds? Yes___ No___
- 2. Do you have experience in handling payroll, accounts payable, accounts receivable, or general ledger on a manual or computerized system? Yes___ No___
- 3. Do you have experience working a cash register or handling cash transactions? Yes___ No___
- 4. Are you able to work Saturdays, Sundays, and evenings? Yes___ No___

Please add any comments or additional information you feel is applicable.

Did you complete this application yourself? Yes___ No___ If not, who did ?_____

The information given on the application is true and correct to the best of my knowledge. I authorize this company to investigate all statements on this application. Falsification or elimination of information on this application is cause for dismissal at any time if employed. I understand that my employment with Wannemaker's shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with Wannemaker's is terminable at will for any reason by either party. I certify that my responses above are true and correct and that I know of no limitations which would prevent me from performing the essential job functions.

Applicant Signature_____ Date _____