

PAYNE'S NURSERIES & GREENHOUSES, INC.

715 St. Michael's Drive • 505.988.9626 304 Camino Alire • 505.988.8011
Mailing Address: P.O. Box 4817 • Santa Fe, NM • 87502

EMPLOYMENT APPLICATION

We are an equal opportunity employer. It is our policy to abide by all federal, state, and local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

NAME OF APPLICANT _____ DATE _____

LAST FIRST MI

ADDRESS _____

STREET APT. # CITY STATE ZIP

SOCIAL SECURITY NUMBER _____ HOME PHONE _____

POSITION APPLYING FOR _____ WAGES EXPECTED _____

DAYS AVAILABLE FOR WORK _____

EMPLOYMENT TYPE: FULL-TIME PART-TIME SEASONAL TEMPORARY

WERE YOU PREVIOUSLY EMPLOYED BY PAYNE'S NURSERIES OR LANDMASTER'S LANDSCAPE CO.? YES NO
IF YES, GIVE DATE(S) AND DEPARTMENT/POSITION

LIST ANY RELATIVES OR FRIENDS WORKING FOR EITHER OF THESE ORGANIZATIONS:

NAME RELATIONSHIP

WORK EXPERIENCE - LIST PRESENT & FORMER EMPLOYERS BEGINNING WITH THE MOST RECENT

1 • _____
DATE: FROM TO COMPANY NAME AND ADDRESS TELEPHONE #

— POSITION HELD DESCRIBE YOUR DUTIES

— SUPERVISOR'S NAME AND TITLE LAST WAGES REASON FOR LEAVING

2 • _____
DATE: FROM TO COMPANY NAME AND ADDRESS TELEPHONE #

— POSITION HELD DESCRIBE YOUR DUTIES

— SUPERVISOR'S NAME AND TITLE LAST WAGES REASON FOR LEAVING

3 • _____

— DATE: FROM TO COMPANY NAME AND ADDRESS TELEPHONE #

— POSITION HELD DESCRIBE YOUR DUTIES

— SUPERVISOR'S NAME AND TITLE LAST WAGES REASON FOR LEAVING

DATE: FROM	TO	COMPANY NAME AND ADDRESS	TELEPHONE #
POSITION HELD		DESCRIBE YOUR DUTIES	
SUPERVISOR'S NAME AND TITLE		LAST WAGES	REASON FOR LEAVING

MAY WE CONTACT THE ABOVE EMPLOYERS? YES NO IF "NO", PLEASE INDICATE WHICH ONES YOU DO NOT WISH US TO CONTACT.

SPECIAL SKILLS AND QUALIFICATIONS

EDUCATION

NAME OF INSTITUTION	ADDRESS	YEARS COMPLETED	DID YOU GRADUATE?	COURSE OF STUDY MAJOR/DEGREE
HIGH SCHOOL				
COLLEGE				
OTHER				

REFERENCES

NAME	ADDRESS	RELATIONSHIP	TELEPHONE #

MISCELLANEOUS INFORMATION

Have you been convicted of a crime in the past 7 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? (A conviction record will not necessarily be a bar to employment.)

Yes No

If yes, please explain and describe in full detail:

Can you verify your legal rights to work in the U.S. by providing a birth certificate, proof of U.S. citizenship, or by some other means? Yes No

If you are under 16, can you furnish a work permit? Yes No

#####

The management of Payne's will make every effort to provide and maintain a safe working environment. Applicants should be aware, however, that Payne's occasionally finds it necessary to use strong chemicals to control pests problems in the greenhouses and yard. People with a heightened sensitivity to chemicals should consider carefully whether they would be comfortable working in such an environment.

Applicants should also be aware that Payne's reserves the right to conduct random drug testing.

#####

APPLICANT'S CERTIFICATION

Please Read Carefully before Signing

I certify that, to the best of my knowledge and belief, the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that misrepresentation or omission of facts in this application may result in my discharge.

If employed, I understand and agree that such employment may be terminated at any time, without prior notice, and that my employment will not be governed by any expressed or implied contract but is at will.

I hereby give the employer the right to investigate all references unless otherwise stated herein.

APPLICANT'S SIGNATURE

DATE

MR016D