



## APPLICATION OF EMPLOYMENT

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

ALTERNATE PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Are you legally entitled to work in Canada?** \_\_\_\_\_

**Are you bondable?** \_\_\_\_\_

- Greenland is a thriving, forward thinking, fast paced, award winning business.
- All of the staff at Greenland enjoy extensive and diverse physical activity and pride themselves on being part of a dynamic team and working to achieve the highest possible levels of customer service.
- We are open 7 days a week and, for most of the year, 12 hours a day. All Greenland employees **MUST** be prepared to work some evening and weekend shifts.

## APPLICATION QUESTIONNAIRE

Please check off which areas you are interested in. **NOTE MINIMUM REQUIREMENTS FOR EACH POSITION**

- ☐ **Cashiers** - If you have computer and/or cash experience, enjoy a fast paced environment and are committed to providing the highest possible standard of customer service, this is an excellent opportunity for you. Cashiers are expected to have an enthusiastic, friendly and approachable attitude combined with the ability to process customer's purchases accurately and efficiently. Other duties include answering the phone, receiving and stocking merchandise, maintaining the cleanliness of the store, balancing cash floats daily and more. Join our great team and learn more about plants and gardening as a bonus!
- ☐ **Cashier Assistant** - If you enjoy performing a variety of job duties with plenty of activity at a fast pace, you will enjoy the position of Cashier Assistant. Your primary responsibility will be to assist our Cashiers in providing fast, friendly and courteous service to our valued customers. Other duties may include stocking product, helping unload shipments, loading vehicles, maintaining store cleanliness and so much more. This position provides an opportunity to learn a variety of new skills and is a great starting point for you if you want to learn more about gardening and superior customer service. Gardening experience/knowledge is an asset but not a requirement.
- ☐ **Garden Décor and Supplies** – This position involves ensuring each customer receives outstanding service. Responsibilities include maintaining product knowledge in fertilizers, chemicals, garden tools and fountains (training provided, previous knowledge an asset). This department also assist our customers in planning and maintaining their water features. You will be expected to learn the functions of water garden products, basic design and aquatic plant and their care. Other tasks include merchandising, displays, maintenance, receiving shipments and replenishing stock as well as some cleaning tasks. We require someone with a positive, customer focused attitude, attention to detail and the ability to do some heavy lifting. Previous retail experience an asset.
- ☐ **Trees, Shrubs & Roses Sales** - If you have a passion for hardy shrubs, trees and roses and you would like to share your knowledge and experience with our customers, this is a great opportunity for you. This department takes a great deal of pride in the training we provide to our staff, and the advice they are in turn able to provide to our customers. If you are interested in working in an outdoor, physically active and fast paced environment, have exceptional customer service skills, team spirit and a drive to excel, we want to hear from you. We look forward to expanding our seasonal staff with physically fit, outgoing and positive personalities who are eager to learn!
- ☐ **Trees, Shrubs & Shrubs Labour Assistant** - Greenland is seeking physically fit individuals who enjoy customer service in an outdoor environment. Your main responsibilities would include unloading truckloads of trees (in all weather conditions!), placement of product in the Garden Centre, maintaining the overall cleanliness of the Garden Centre, loading customer's purchases into vehicles. Other duties will include watering, weeding, sweeping and re-stocking of plant material. Gardening experience/knowledge is an asset but not a requirement.
- ☐ **Annual Sales** - If you enjoy planting annuals at home and have a basic knowledge of popular annuals and their cultural requirements, this may be a position for you. Annual staff must have the ability to offer helpful advice to both novice and experienced gardeners. Applicants should be physically fit and able to tolerate heat. Responsibilities regularly include unloading shipments, re-stocking shelves, watering, moderate to heavy lifting, maintenance, etc.
- ☐ **Perennial Sales** - Take pleasure in expanding your gardening knowledge by joining our Perennial team. Applicants must have a thorough knowledge of perennials, how they grow, cultural requirements, effective combinations etc. This position involves offering helpful and accurate advice to all levels of gardeners, unloading and stocking plants, maintenance of plants, etc. This position is physically demanding and requires a level of strength and endurance.
- ☐ **Branches Restaurant** - Greenland's restaurant, "Branches" offers a unique menu of fresh food items. Positions include kitchen staff and serving staff. Preference will be given to applicants with previous restaurant and food service experience.
- ☐ **Outside Operations** - This position involves general labour and construction as well as customer loading of bulk landscape products using a Bobcat. Responsibilities could also include being part of the delivery and planting crew. Physical strength and customer service skills are key requirements.
- ☐ **Office Assistant** - We are currently seeking an experienced Office Assistant to join our team. This position involves answering phones, supporting office staff and department managers at Greenland Garden Centre. Applicant must have a high school diploma and previous office experience. Excellent with excel, word and outlook applications. Must have a positive attitude and a passion to help people. Previous retail experience an asset.

Indicate what type of employment you are seeking:

- ☐ Seasonal Full Time                      ☐ Seasonal Part Time
- ☐ Year Round Full Time                      ☐ Year Round Part Time

If you are applying for seasonal work, for how long are you available? (6 weeks, 2 months, etc.)

How many hours per week are you able to work?

Are there any times, days or hours, that you know you will NOT be available for work?

When are you ready to start employment?

Wage expectation

Education (please check all that are relevant)

☐ High School Diploma

Name of School: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

☐ College/Technical School/University

Name of Institution: \_\_\_\_\_ Name of Program: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ Diploma/Degree: \_\_\_\_\_

**EMPLOYMENT HISTORY** (please provide if not listed on your resume)

Month/Year	Name/City of Employer	Supervisor's Name	Your Job Title	Your Salary	Reason for Leaving
From: To:					
From: To:					
From: To:					

Specialized or Technical Skills:

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**REFERENCES** – We require a MINIMUM of two occupational or educational references (not relatives) and current phone numbers. At least one reference should be a previous employer. For students, you may use references from your school or college/university.

Please ensure that the information provided is correct and up to date as **we may check references before interviews are granted.**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Occupation: \_\_\_\_\_

Position/Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Occupation: \_\_\_\_\_

Position/Relationship to Applicant: \_\_\_\_\_

## **TELL US ABOUT YOU!**

**PLEASE WRITE A BRIEF PARAGRAPH OUTLINING WHAT SKILLS, QUALITIES AND EXPERIENCE YOU CAN CONTRIBUTE TO GREENLAND THAT WILL MAKE YOU A VALUABLE ADDITION TO OUR TEAM.**

**THIS PARAGRAPH MUST BE COMPLETED AS PART OF THIS APPLICATION. WE WILL NOT CONSIDER ANY APPLICATIONS THAT HAVE OMITTED THIS PARAGRAPH.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Only applicants that are being considered for an interview will be contacted. Thank you for taking the time to fill out this application.