



Employment Application

Newburgh Country Store: 224 W. Jennings Newburgh, Indiana 47630 812-853-3071

To Applicant: We deeply appreciate your interest in the Newburgh Country Store and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading.

Name		Date	
Address		Telephone	
City, State, Zip		Soc. Sec. No.	
Have you previously applied to this company? If yes, list date(s) & location(s)		if related to anyone in our employ, state name and dept.	
Position applying for:		Are you employed now?	Desired pay
Full Time Y N	Part Time Y N	Flexible Y N	Hours/Days
(Circle)		Willing to work overtime?	Date available
Please describe the extent of your plant knowledge including any formal training or acquired expertise, garden clubs, personal experience, etc. Include descriptions of your own garden and areas of special interest (i.e. hostas, herbs, wild flowers, etc.)			

EDUCATION	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	LAST YEAR COMPLETED	GRADUATE Y/N	DEGREE OR DIPLOMA
	GRAMMAR		5 6 7 8		
	HIGH		9 10 11 12		
	COLLEGE		1 2 3 4		
	TRADE		1 2 3 4		
	OTHER		1 2 3 4		

List employers starting with present or most recent	1. Company		From	To
	Address		Telephone	
	Job Title	Supervisor	Beginning Salary	Ending Salary
	Duties			
	Reason For Leaving			
	2. Company		From	To
	Address		Telephone	
	Job Title	Supervisor	Beginning Salary	Ending Salary
	Duties			
	Reason For Leaving			
EMPLOYMENT	3. Company		From	To
	Address		Telephone	
	Job Title	Supervisor	Beginning Salary	Ending Salary
	Duties			
	Reason For Leaving			

Have you had any experiences or qualifications other than those positions indicated above? (retail experience or plant related jobs, etc.)

We may contact the employers listed above unless you indicate those you do not want us to contact. Yes ___ No ___	DO NOT CONTACT Company Number(s) _____ Reason _____
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Newburgh Country Store is an Equal Opportunity Employer.

All employment decisions are based on individual qualifications, without regard to race, color, sex, national origin, age, religious belief or disability.

OTHER

Are you at least 18 Y N

Have you ever been bonded? (If yes, with what employer?) _____

Have you ever been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? (If yes, describe in full) _____

Are you, with or without accommodation, able to perform the job for which you are applying? _____

REFERENCES

List the names of three persons not related to you, who you have known at least one year. (two employment, one personal)

NAME	ADDRESS	TELEPHONE	CHECK TYPE OF RELATIONSHIP		
			SUPERVISOR	CO-WORKER	FRIEND

What do you feel you could offer Newburgh Country Store? _____

Describe why you believe you are qualified for this position: _____

What type of work do you like doing most? _____

What do you expect from your supervisor? _____

What should your supervisor expect from you? _____

Nothing in this application, in Newburgh Country Store's employee handbook, or in any other written statements of Newburgh Country Store's general policies and procedures shall be construed or interpreted to constitute an employment contract between Newburgh Country Store and any prospective employee. Newburgh Country Store, in its sole discretion, reserves the unconditional right to terminate any person's employment at any time and for any reason. Newburgh Country Store also reserves the right to modify, delete or make any exception to any of its policies and procedures with or without notice at any time and for any reason.

My signature below certifies that I have read the foregoing.

Date _____ Applicant's Signature _____

THE INFORMATION PROVIDED BY ME IN THIS APPLICATION FOR EMPLOYMENT IS VALID AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL

Date _____ Applicant's Signature _____