

## About The English Gardener

Thank you for inquiring about the possibility of becoming a member of our team for the 2011 season. We are looking for detail oriented people that take pride in their work that have a passion for landscaping some of the most prestigious properties in the Buffalo area. You also should have the desire to pull together as part of a successful team. We are a 20 year young Buffalo Landscaping firm with a focus on unique and artistic gardening. We're big enough that you will have an opportunity to grow in your role, yet small enough for everyone to know each other and experience working in a collegiate team environment.

Customers are our number one focus. We are not too concerned about your knowledge of plants (although that can't hurt)...we will teach you what you need to know. You must be available weekends, absolutely love the idea of providing a premier service, enjoy working outdoors in various weather conditions and be able to lift within the parameters of the job offer if selected.

Our hiring goal is to match the applicant's skills and natural behavior to the job requirements. Our hiring process may include 2-3 interviews and a behavioral profile analysis to be sure that the job is the right one for the prospective employee and for us to build the best team.

Positions are available for full time or part time hours (Landscape Designer) from April until October or November.

We are always looking for good people to join the English Gardener team. If you know of anyone who might be interested in any of our opportunities, please give them this information.



Joseph Han, Owner

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Buffalo, New York 14215

Phone 716-833-8000

[www.english-gardener.com](http://www.english-gardener.com)

# English Gardener Employment Application

Date \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

What position do you desire? \_\_\_\_\_

Applying for : \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time Ideal schedule (days/hours): \_\_\_\_\_

Why do you think you would like this position? \_\_\_\_\_

\_\_\_\_\_

What special skills or training do you have, which may qualify you for work with our company?

\_\_\_\_\_

\_\_\_\_\_

What are the components of the ideal job for you? \_\_\_\_\_

\_\_\_\_\_

How would you describe an ideal supervisor? \_\_\_\_\_

\_\_\_\_\_

What goal would you like us to help you accomplish, if you came to work for us? \_\_\_\_\_

\_\_\_\_\_

What salary range do you desire? to start \_\_\_\_\_ after 1 year \_\_\_\_\_

*We are an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status (except where a bona fide occupational qualification applies).*

The English Gardener will keep completed and returned applications active for 30 days. After this time, a new application must be submitted to be considered for future openings.

## Employment (start with most recent)

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_  
Location \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job title \_\_\_\_\_ Starting wages \_\_\_\_\_ Final wages \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_  
Location \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job title \_\_\_\_\_ Starting wages \_\_\_\_\_ Final wages \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_  
Location \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job title \_\_\_\_\_ Starting wages \_\_\_\_\_ Final wages \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Education	name & location	From	to	Curriculum/major	Graduation
High School	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

## Professional References

Name	Phone	Company	Title/relationship
_____	_____	_____	_____
_____	_____	_____	_____

## Personal References

Name	Address	Phone	Yrs known
_____	_____	_____	_____
_____	_____	_____	_____

## Applicant's Statement:

I certify that the statements made by me on this form are true and correct. I understand that if employed, any false statement on this application can be considered cause for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Application Job Description

## Crew Leader, General Laborer

### Essential Job Functions

Provide Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortar-less segmental concrete masonry wall units and pavers.

- Operate vehicles and powered equipment, such as mowers, tractors, twin-axle vehicles, snow blowers, chain saws, electric clippers, sod cutters, and pruning saws.
- Mow and edge lawns, using power mowers and edgers.
- Shovel snow from walks, driveways, and parking lots, and spread salt in those areas.
- Care for established lawns by mulching, aerating, weeding, grubbing and removing thatch, and trimming and edging around flower beds, walks, and walls.
- Use hand tools such as shovels, rakes, pruning saws, saws, hedge and brush trimmers, and axes.
- Prune and trim trees, shrubs, and hedges, using shears, pruners, or chain saws.
- Maintain and repair tools, equipment, and structures, such as buildings, greenhouses, fences, and benches, using hand and power tools.
- Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, and trees, using hand or automatic sprayers or spreaders.
- Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, burial sites, and other grounds features.
- Install new landscapes by grading soil, building retaining walls, constructing pathways, installing patios, plant trees, flowers and shrubs and similar activities

### Physical requirements (a physical examination is required):

- Majority of the day walking around and standing on their feet (>95%)
- Squatting, stooping, and bending to reach plants, water, clean debris, etc.
- Superior manual dexterity (grasping, pinching, wrist rotation, working with tools)
- Some climbing and balancing (stairs, ladders, step stools, ledges, etc.)
- Lifting equipment, water, and plants over head above shoulder level (up to 30 pounds)
- Loading materials onto trucks and carts (up to 70 pounds)
- Dexterity and coordination to operate manual and power equipment
- Pushing and pulling watering carts and plants (up to 150 pound carts or plants)
- Speaking and hearing to communicate with clients and other staff

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above, and that I will perform those above and other related duties as directed by my supervisor and other management.

Signature \_\_\_\_\_ Date \_\_\_\_\_