



Wilson's Hillview Farm, Inc
Wilson's Garden Center
10923 Lambs Lane NE
Newark Ohio 43055
(740) 763-2873 (740) 763-2874(FAX or Voice)
(877) 389-6295 (Toll Free)
www.great-gardeners.com

**Job Descriptions of the Main Positions Available
Being able to lift is required of all jobs at Wilson's**

Office

We will be conducting interviews for Office at the
End of February – Mid-March.

Duties:

- Answer Phones
- Assist Wholesale And Retail Customers
- Filing
- Deposit
- Copying
- Data Inputting
- Emailing
- Making Signs
- Running Registers

Qualifications and requirements:

- You need to be 18 (as of January 1, 2020) or older to work in the office.
- Honest, reliable, and willing and able to learn the job(s)
- Able to work the hours we schedule you, including weekends and evenings.
- Have reliable transportation and childcare (if applicable)
- Ability to get along with others and work as a team member
- Must know how to use some of these computer programs (examples; word, excel, PowerPoint, publisher, internet and email)
- Able to multi-task
- Able to work well with the public
- Well-groomed
- Energetic and hardworking



Wilson's Garden Center * 10923 Lambs Ln * Newark * Ohio * 43055
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www.gardencenterohio.com

Attention Applicants:

Please read the following before filling out an application

Thank you for considering Wilson's as a possibility for employment.

Take the time to fill out your application carefully and thoroughly. Please Note: When filling out the reference section use names of people that are not related to you. List those people who know your work habits and/or character. We are interested in knowing what kind of worker you are. The more complete the information you give on the application questions, the more likely we will call you for an interview. We may not talk to everyone who applies.

The most common applicant question and answer are as follows:

1) When do you start interviewing?

Retail Positions: Interviews for retail begin Mid-March. If you are interested in a retail position and fill out an application in February, please understand that we will not be setting up interviews until Mid-March.

Production: We will be conducting interviews for production at the end of February / beginning of March.

2) How old do you need to be to work here?

You need to be 16 (as of January 1, 2020) or older to work here. Sorry, there are no exceptions. Please list your birth date on the line where indicated on the application. For Production and Office positions you need to be 18 and over as of (as of January 1, 2020).

3) Is this a year-round job?

Wilson's is currently hiring for Seasonal spring positions (Estimate March - June). We bring new hires in throughout March and early April. We let the extra people go at the end of May through mid-June.

- Production workers usually work Monday – Friday 8 AM – 5 PM and some weekends.
- Salespeople need to be available on weekends and able to work until 8 PM in May. Let us know what hours you can work. Production workers will start the season earlier than retail.
- Production workers will start the season earlier than retail, but retail continues through the season later.
- The best workers will be considered to stay on later through the season.

4) Do you hire for part-time and full-time hours?

We are looking for both part-time (less than 40 hours) and full-time people (40 hrs) to fill the positions.

5) Will there be training?

Yes, if you are hired, we will train you for the job you are performing.

6) Do I need to call back to see if I am going to be interviewed?

Please, once you fill out an application **DO NOT** call the store asking if we have looked at the application. If we are interested, we will call you and set up an interview.

7) How much an hour do you pay?

\$10.00 an hour for adults

\$8.70 an hour for high school

We expect you to have reliable transportation and childcare arrangements so that we can depend on you to be here at your scheduled times. Many of the jobs involve a team effort and do not work out well if everyone is not in place at the beginning of their shift.



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What It Takes to Be an Employee At Wilson's Garden Center

Who Are We?

Wilson's Garden Center is a "corporate-run" family owned business. We celebrated our 60 year anniversary in 2018. Originally operated as a vegetable farm and farm market we evolved into a greenhouse/garden center in the late 60's and early 70's. We are now a retail garden center whose products include bedding plants, trees and shrubs, perennials, water gardening, roses, accessories and supplies for the garden and gift items. Our growth depends on repeat customers which respond to a combination of our quality products, service they receive from our employees, and the overall satisfaction they get from their shopping experience with us. In short, we wouldn't be in business without our customers. We are an award winning business with the Consumers' Choice Award winner for Garden Centers in Central Ohio for 2009-2018, selected to the Revolutionary 100 Garden Centers in the country for 2011-2014(They no longer do it) and Best of the Best for Licking County 2015 -2018.

We consider our employees our most important asset, and this is what we expect from you:

Image

Image is very important to us. We wear clean, neat clothing and baseball caps are worn forward. Wilson logo shirts are available and are the preferred attire for retail staff. Stained, torn, revealing, or excessively baggy clothing is unacceptable. Visible pierced body parts other than earrings may not show during work hours. Men are expected to come to work with faces shaved unless they are planning on growing a permanent beard or mustache. You must have good hygiene.

Attitude

Our employees are expected to show up for work on time consistently. We are not interested in "clock-watchers". We expect our employees to ask us: "Is there anything else that needs to be done?" before ending each shift and clocking out. We are interested in people that care enough about our company and customers to "go the extra mile". We encourage our employees to take the time to offer ideas or suggestions that might make our company run more efficiently, service our customers better, increase our business, or save us time and money. We expect you to work in a safe manner, taking time to consider the consequences of your actions. We expect our company policies to be followed and respected.

Physical Work Environment

You will work both indoors and outdoors in all types of weather conditions including sun, heat, cold, and rain. Your job is physical, and requires frequent bending, grabbing and lifting. You will be on your feet all day, standing or walking, and throughout you will need to be both pleasant and energetic. Note: You will be expected to be able to lift at least a 5-gallon shrub/tree and a 3 cu. ft. bag of soil/mulch (on your own). We encourage you to maintain good physical and mental preparedness to enable you to perform your work duties in a consistent, high-performance manner.

Social Work Environment

We have a very social, caring and outgoing staff. It is important that you are able to get along well with people and the rest of our staff to be a cohesive part of our "team". Our company does not tolerate chronic complainers. All employees are expected to get along with each other. We do not tolerate personal complaints of a fellow employee unless his/her actions make you feel uncomfortable, affect your ability to complete your work properly, is illegal or is a safety hazard. We expect every employee to carry their weight and perform their responsibilities in an appropriate manner. In return we're flexible, and we'll support your growth both personally and professionally.

Customer Service

As an employee of Wilson's Garden Center you are expected to offer polite, prompt, energetic, enthusiastic, and courteous service with a smile. Our employees must have the ability to anticipate a customer's needs before being asked. You will need to have the ability to be patient when confronted with a challenge, and to continually seek out knowledge of all our plants and products. Our employees are expected to act with a sense of urgency towards our customers. Their time is valuable to them (as is ours, and our need to turn parking spaces) and the help they receive from our staff should be nothing less than immediate-nothing short of excellent.

Training

Wilson's has a training system that each employee is required to complete.

Summary

I have read and understand the principles stated above. If hired I pledge to live up the standards expected of me. **This signature acknowledges that I have read and understand with what is written.**

Signature: _____ **Date:** _____



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**APPLICATION
 FOR
 EMPLOYMENT**

*Wilson's Hillview Farm Inc is an
 Equal Opportunity Employer*

Please answer all questions in ink.

Personal Information

Date:

Name (Last, First, Middle):

Social Security Number:

Home Address:

City:

State:

Zip:

Home Phone:

Cell Phone:

Position(s) You Are Applying For:

Production Retail Other: _____

Date You Can Start:

Days and Hours You Can Work:

Willing to work weekends? Y N

Have you previously applied at Wilson's? (Indicate if different name .) Y N

Have you ever worked at Wilson's? Y N

If yes, list dates:

If yes, list dates:

Education Record If you are under 18, please give your date of birth:

High School (Name, City, State):

Graduate: Y N If still Student Circle Grade: 9 10 11 12

Business/ Technical School OR College (Name, City, State):

Dates Attended:

Degree(s) Earned?:

Legal: Have you ever been convicted of a crime other than a minor traffic violation? Y N If yes , please explain offense and final disposition.(A yes answer does not automatically disqualify you from employment with the company)

NAME: _____ DATE: _____

PRE-INTERVIEW QUESTIONS

Answer these following questions carefully. Your answers will weigh heavily on whether we call you for an interview. Answer them thoroughly. Thank you for your interest in Wilson's and your time to do this. Use the back if you need more space for your answer. If you answer on the back, indicate the question you are answering

1. Why did you decide to apply to Wilson's?
2. Here is a list of some of the job responsibilities for the positions here. Take a few minutes to look them over and then answer the questions following the list. The letters following the duty indicate which position or department they are included.

P=production duties, R=retail duties, O=office duties, A= everyone

Transplant seedlings-P
Move plants around as needed-P
Gather orders-P
Water plants-P & R
Weed-P
Stock plants from the back area to the sales area-P
Keep area neat and clean-A
Be available weekends-A
Help answer guest's (customers) questions-A
Accurately ring up sales-R
Learn & use point of sale system-R & O
Maintain an awareness of promotions & ads-A

Provide excellent customer service-A
Suggestive selling to increase sales-R
Display merchandise-R
Unload trucks-A
Be courteous, pleasant and smile-A!
Answer phone in professional manner-O & R
Assist guests who come to window-O
Accurately count & balance register drawers-O
Design & print out signs and tags-O
Enter data as instructed on the computer-O
File-O

2A. Circle the duties you would be most excited about doing?

2B. Put an X by the duties will you be best at?

2C. Which are things you wouldn't enjoy doing as much?

2D. Which will be the most difficult for you? (None of us are good at everything)

2E. What will fluster you on the job?

2F. What special skills, talents, training, or characteristics do you have that will help you with any of these responsibilities?

2G.If you are applying for a retail sales position-what are your selling strengths?

2H. What are your selling weaknesses?

3. What are the most important qualities that make a company a good place to work?
4. What are some things you did not like about jobs you have held in the past?
5. Why do you want this job? Why do you want to work for Wilson's?
6. Why should we hire you (be specific).
7. Tell us anything else that you think we should know about you.

SIGNATURE _____ DATE: _____

Work History (start with the most recent) Indicate if employed under different name.

Please account for any periods of unemployment.

1-Employer:

Dates Employed:

Address:

City:

State:

Zip:

Phone:

Ending Pay Rate:

Position/Duties:

Supervisor's Name:

Still employed? Y N

Reason for leaving:

2-Employer

Dates Employed:

Address:

City:

State:

Zip:

Phone:

Ending Pay Rate:

Position/Duties:

Supervisor's Name:

Reason for Leaving:

3-Employer

Dates Employed:

Address:

City:

State:

Zip:

Phone:

Ending Pay Rate:

Position/Duties:

Supervisor's Name:

Reason for Leaving:

Feel free to use back of page if you need more room.

Character References: List people who know you well. - (DO NOT LIST RELATIVES)

1-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

How long have they known you?:

2-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

How long have they known you?:

3-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

How long have they known you?:

Statement of Accuracy. Please Read and Sign

Be sure you have filled out application completely.

The information provided by me in this application for employment is true and complete to the best of my knowledge. I understand that if I am hired, any false statements will be considered cause for dismissal. You are hereby authorized to conduct any investigation of my personal history and I release all parties from all liability for any damage that may result from utilization of such information.

In consideration of employment, I agree to conform to the rules, regulations, policies and procedures of the employer and agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at the option of the employer or me. I understand that receipt of this application by Wilson's Garden Center does not imply employment and that this application and/or any other Wilson's documents are not contracts of employment.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

Signature:

Date:
