



**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

## **What It Takes To Be A Wilson's Garden Center Employee**

### **Who Are We?**

Wilson's Garden Center is a family-owned business. We celebrated our 60th anniversary in 2018. Initially operating as a vegetable farm and farm market, we evolved into a greenhouse/garden center in the late '60s and early '70s. We are now a retail garden center whose products include bedding plants, trees, shrubs, perennials, houseplants, roses, accessories and supplies for the garden and gift items. Our growth depends on repeat customers who respond to a combination of our quality products, the 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 2009-2021, 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 2020-2022.

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

### **Image**

Image is essential to us. We wear clean, neat clothing and baseball caps worn forward. Wilson logo shirts are the attire for retail staff. Stained, torn, revealing or excessively baggy clothing is unacceptable. Good hygiene is expected.

### **Attitude**

You are expected to show up on time and be ready to work. You are to check in with your manager upon arriving for the day's tasks and follow up before leaving at the end of your shift. 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 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 need to be able to lift at least a 5-gallon shrub/tree and a 2cu. ft. bag of soil/mulch (on your own).

### **Social Work Environment**

We have a very social, caring and outgoing staff. You must be 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 must be able to get along with each other. We will not accept personal complaints of a fellow employee unless their actions make you feel uncomfortable, affect your ability to complete your work correctly, is illegal, or is a safety hazard. We expect every employee to carry their weight and properly perform their responsibilities. In return, we are flexible and will support your growth both personally and professionally.

### **Customer Service**

As an employee of Wilson's Garden Center, you must be able to offer prompt, energetic, enthusiastic and courteous service with a smile. You will need to have the ability to be patient when confronted with a challenge and to seek out knowledge of our plants and products continually. Our employees have to act with a sense of urgency towards our customers. Their time is valuable to them, as is ours. The help they receive from our staff should be prompt, excellent, caring and exceed the customer's expectations.

### **Training**

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

### **Summary**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 2023



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## Office

### Interviews for the office will begin starting in March

The office staff are the hub of the store with strong communication skills. They are the first contact guests have filing, sign making, preparing deposits and wholesale transactions. Office staff also periodically fill in for cashiers. This position requires someone customer-oriented that can multitask with day-to-day office operations with a smile.

#### Responsibilities:

- Operate office machinery, including photocopier, scanner, telephone voicemail system and computers.
- Answering phone calls and taking messages.
- Filing
- Preparing Deposit
- Data Inputting
- Emailing
- Making Signs
- Checking Out Wholesale and Business Guests
- Back Up Cashier

#### Qualifications and requirements:

- Must be 18 (as of January 1, 2023) or older to work in the office.
- Honest, reliable, energetic, hardworking, punctual and well-groomed.
- Excellent communication and time management skills. Strong attention to detail.
- Able to get along with others as a team member and work independently.
- Ability to work in a fast-paced environment, while juggling multiple tasks.
- Flexibility to work various shifts. We generally schedule 2 shifts. May hours are Sunday-Thursday 8 am-6 pm and Friday-Saturday 8 am-7 pm. Prior commitments, such as school, may be worked into your schedule. **It is essential that you are able to work weekends throughout mid-April through the end of May.**
- Proficient knowledge of computer programs such as Microsoft and Excel. Willing to learn programs such as publisher and other in-house programs.
- Good math skills.



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 Newark, OH. 43055  
 (740)763-2873

# Application For Employment

Wilson's Hillview Farm Inc is an  
 Equal Opportunity Employer

We Are A Drug-Free Work Place

Please Answer All Questions In Ink. PLEASE PRINT

**Personal Information** Date:

Name: (Last, First, Middle):

Home Address:

City: State: Zip:

Home Phone: Cell Phone:

Circle Position(s) You Are Applying For: Date You Can Start:

Production      Office

Circle Days You Can Work: M T W TH F SA SU

Retail: Cashier    Loader    Sales Floor How Many Hours A Week Are You Available?

Have you previously applied at Wilson's? Y N If yes, list dates:  
 (Indicate if under different name)

Have you ever worked at Wilson's? Y N If yes, list dates:

Are You Under 18?(For Child Labor Law Purposes) Y N If yes, date of birth:

**Education Record:**

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):

Did You Graduate: Y N Degree(s) Earned:

**Legal: Have you ever been convicted of a crime other than a minor traffic violation? Y N**

If yes, please explain.

**NOTE: Answering "yes" to this question is not an automatic bar to employment.** Arrest records and juvenile, sealed, and expunged records should not be disclosed, including sealed records regarding cases where you were found not guilty of an offense; where the underlying complaint, indictment, or information was dismissed; or where a no bill was entered against you by a grand jury. You should also not disclose sealed records regarding judgments vacating or setting aside convictions on the basis of DNA testing. Any other criminal record not disclosed by you may be considered falsification of this application, which may result in revocation of your employment offer or termination of your employment.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What interests you about working at Wilson's Garden Center?**

**List three characteristics that are important to you in a work environment:**

1.

2.

3.

**List three characteristics that best describe you.**

1.

2.

3.

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### **Special Skills & Qualifications**

Please be specific about any job experience or training that relates to the following:

**Plant knowledge or previous nursery work experience.**

**Customer service and/or retail experience.**

**Your ability to interact with people in a wide variety of situations. Give examples.**

**Experience, hobbies, classes or special interests that might be related to working here.**

**Computer Experience**

<b>Publisher</b>	<b>Basic</b>	<b>Intermediate</b>	<b>Advanced</b>
<b>Excel</b>	<b>Basic</b>	<b>Intermediate</b>	<b>Advanced</b>
<b>Word</b>	<b>Basic</b>	<b>Intermediate</b>	<b>Advanced</b>
<b>Access</b>	<b>Basic</b>	<b>Intermediate</b>	<b>Advanced</b>
<b>Emailing</b>	<b>Basic</b>	<b>Intermediate</b>	<b>Advanced</b>

**Have you ever been terminated or asked to resign from a job? If yes, please explain.**

**Tell us anything else that you think we should know about you.**

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**Work History (Start with the most recent)** Indicate If Employed Under Different Name.  
Please account for any periods of unemployment

<b>Employer:</b>	<b>Dates Employed:</b>		
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Phone Number:</b>	<b>Ending Pay Rate:</b>		
<b>Position/ Duties</b>			
<b>Supervisor's Name:</b>			<b>Still Employed? Y N</b>
<b>Reason For Leaving:</b>			

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**Employer:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_

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**Address:** \_\_\_\_\_

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**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

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**Phone Number:** \_\_\_\_\_ **Ending Pay Rate:** \_\_\_\_\_

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**Position/ Duties** \_\_\_\_\_

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**Supervisor's Name:** \_\_\_\_\_ **Still Employed?** Y N

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**Reason For Leaving:** \_\_\_\_\_

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**Employer:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_

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**Address:** \_\_\_\_\_

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**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

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**Phone Number:** \_\_\_\_\_ **Ending Pay Rate:** \_\_\_\_\_

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**Address:** \_\_\_\_\_

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**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

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**Position/ Duties** \_\_\_\_\_

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**Supervisor's Name:** \_\_\_\_\_ **Still Employed?** Y N

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**Reason For Leaving:** \_\_\_\_\_

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

Name	How Long Known Person	Phone

**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 any false statements or omission of information on this application (even if discovered after employment) may lead to dismissal or denial of employment. 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.

I understand that employment at Wilson's Garden Center is at-will, which means that my employment 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 make any agreement contrary to the foregoing, unless it is writing and signed by an authorized company representative.

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