



# Employment Application

11300 Baltimore Ave., Beltsville, MD 20705 301-937-1100 • 9545 River Road, Potomac, MD 20854 301-983-9200

Please Print Clearly

Date of Application: \_\_\_\_\_

Are you under 16 years of age? **YES** **NO** (circle one)      Are you 18 years of age or older? **YES** **NO** (circle one)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

In Case of Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Status: **FULL TIME** **PART TIME** (circle one)

Will you be able to perform the essential job functions of the position you are applying for with or without reasonable accommodations? **YES** **NO** (circle one)

If **NO**, what special accommodations would you require to perform this position? \_\_\_\_\_

Wage Desired: \_\_\_\_\_ Date Available: \_\_\_\_\_

Are you willing to accept a seasonal position, lasting from three (3) to six (6) months? **YES** **NO** (circle one)

**Please indicate which days and what hours of the day you are available for work.**

Monday      Tuesday      Wednesday      Thursday      Friday      Saturday      Sunday

From: \_\_\_\_\_

To: \_\_\_\_\_

## SPECIAL SKILLS

Please list any training you have received, skills you have, or equipment you can operate that qualifies you for the position for which you are applying?

\_\_\_\_\_  
\_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Please explain your knowledge of *plants, plant related diseases, insects, gardening methods etc.* which you believe make you qualified to hold the position for which you are applying:

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Indicate last grade completed.

**High School** or equivalent (name and address): \_\_\_\_\_

Graduated: **YES NO** (circle one)

**College** (name and address): \_\_\_\_\_

Graduated: **YES NO** (circle one) Degree: \_\_\_\_\_

**Graduate School** (name and address): \_\_\_\_\_

Graduated: **YES NO** (circle one) Degree: \_\_\_\_\_

**Business/Vocational School** (name and address): \_\_\_\_\_

Graduated: **YES NO** (circle one) Degree: \_\_\_\_\_

**EMPLOYMENT HISTORY**

May we contact your current employer? **YES NO** (circle one)

List most recent employer first.

**Company Name:** \_\_\_\_\_

Company Address: \_\_\_\_\_

Date of Employment: from \_\_\_\_\_ to \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Company Address: \_\_\_\_\_

Date of Employment: from \_\_\_\_\_ to \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Company Address: \_\_\_\_\_

Date of Employment: from \_\_\_\_\_ to \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**BACKGROUND INFORMATION**

- 1) Have you previously been employed or applied at Behnke's? **YES NO** (circle one) If **YES**, where and when did you apply/work for Behnke's? \_\_\_\_\_
- 2) If hired, can you present evidence of your legal right to work in the United States? **YES NO** (circle one)
- 3) Have you ever been disciplined or discharged for absenteeism, tardiness, failure to notify your company when you are absent, or any other attendance-related reasons? **YES NO** (circle one) If **YES**, please explain: \_\_\_\_\_
- 4) Have you ever been disciplined or discharged for theft, unauthorized removal of company property or related offenses? **YES NO** (circle one) If **YES**, please explain: \_\_\_\_\_
- 5) Have you ever been disciplined or discharged for fighting, assault, or other related offenses? **YES NO** (circle one) If **YES**, please explain: \_\_\_\_\_
- 6) Have you ever been disciplined or discharged for insubordination? **YES NO** (circle one) If **YES**, please explain: \_\_\_\_\_
- 7) Have you ever been disciplined or discharged for violating a safety rule? **YES NO** (circle one) If **YES**, please explain: \_\_\_\_\_
- 8) Within the last five years, have you been convicted of a felony? (A record of conviction does not disqualify the applicant from employment consideration.) **YES NO** (circle one) If **YES**, please explain: \_\_\_\_\_

Behnke Nurseries has a vital interest in maintaining a drug and alcohol free environment. Applicants for employment may be required to pass a drug and alcohol screening test before they can begin work.

**Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.**

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

**DO NOT WRITE BELOW THIS LINE  
For Company Use Only**

Interviewed On: \_\_\_\_\_ Date Hired: \_\_\_\_\_

Interviewed By: \_\_\_\_\_

Employment Status: **FULL TIME PART TIME SEASONAL EXEMPT NON-EXEMPT**  
(circle)

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Wage: \_\_\_\_\_

Reference Checked: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION AND RELEASE**

**Please read carefully and sign below**

I understand that Behnke’s requires certain information about me to evaluate my qualifications for employment. Therefore, I authorize Behnke’s to investigate my past employment, education credentials and other employment-related activities (driving record, credit record). I hereby authorize all prior employers, educational institutions, credit bureaus, etc., to give Behnke Nurseries any and all information concerning previous employment as well as any information pertinent to my qualifications for employment at Behnke’s. I agree to cooperate in such investigations and release those parties supplying such information to Behnke’s from liability with respect to the information supplied.

In the event of employment, I understand my employment is not for any definite period or succession of periods and is considered an at-will arrangement. That means I am free to terminate my employment at any time for any reason, as is Behnke’s, so long as there is no violation of applicable federal or state law.

Applicant Name (please print): \_\_\_\_\_

**I understand that any omission, false or inaccurate statements on this application, during interviews or on any document completed during the employment process will result in my removal from further consideration for employment, or, if employed when discovered, may result in dismissal regardless to the time elapsed before discovery.**

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