

Application For Employment

Arborista
 976 Ulao Road
 Grafton, WI 53024
 262.377.6000 Tel
cschreiner@chiefrivernursery.com

Personal Information	
Name:	Date:
Social Security Number: *****Will be required upon hire*****	
Home Address:	
City, State Zip:	
Best Telephone Number:	Email Address:
Preferred method of contact: Phone Email (Please circle one)	

Education	
High School (Name, City, State):	
Graduation Date:	
College or Technical School :	
Dates Attended:	Degree, Major if any:

Prior Employment (Last 2 employers)		
	Most Recent	2 nd Most Recent
Name of Employer		
Name of Supervisor		
City/State of Employer		
Phone Number		
Length of Employment		
Previous Wage		
Position		

Shifts Available:

- Monday through Friday 8:00 a.m. to 5:00 p.m.
- Some Saturdays 10:00 a.m. to 4:00 p.m.

While preferable, you do not need to work an entire shift. Please enter your availability below. Some evening shift opportunities may also become available if there is enough interest.

Please indicate the periods of time you are available for working below						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time						
End Time						

Please tell us the total amount of hours that you would like to work each week: _____

Please answer a couple of questions below:

Please Circle One

- Do you have reliable transportation? Yes No
- Are you under the age of 18? Yes No
- If under the age of 18, are you able to obtain a work permit? Yes No Not Applicable
- Are you comfortable using Windows® based programs? Yes No
- Do you feel that your listed employment references would give you a favorable report? Yes No

Would any of the following pre-existing conditions limit your ability to perform this job?

- Would lifting a package up to 40 lbs. without help be difficult for you? Yes No
- Do you have back problems that occur from lifting, standing or bending? Yes No
- Are you able to stand for 4 - 5 hours at a time? Yes No
- Does bending or twisting regularly present any problems for you? Yes No

Do you have any other obligations that may interfere with your available hours?

If yes, please list _____

How did you hear about us? Please circle one:

Ozaukee Press Indeed Craig's List Facebook Ad Referral from _____

Please use this area for any comments you may have:

Various seasonal job positions include:

Order pulling and packaging: Most employees will be hired for this position. Employees will work off a packing slip, access one of the cooler rooms for the plants on the order, and package them at their workstation. *Skills required: Carefully reading packing slip, pulling correct nursery stock, counting and labeling accurately, packaging the plants into a box, and including the proper paperwork with the order.*

Shipper: Two to four shippers are needed on each shift. These employees will be using software to access customer's orders, and hand applying labels to boxes after processing the orders for shipment. Shipped boxes are then organized onto pallets, stretch wrapped, and wheeled into one of our cooler rooms using a pallet jack. *Skills required: Lifting boxes on to a scale, accurately verifying the number of boxes in a shipment, verifying package weights and customer information, stretch wrapping filled pallets, using a pallet jack.*

Shipping carton assembly: This employee will be responsible for assembling shipping cartons with a staple gun and inserting bottom liners and plastic liners into the proper boxes. He or she will also help the shipper as needed, to assist with lifting of boxes and shipment preparations.

Things to know about the positions

- Packaging and Shipping Crew positions are seasonal, usually running from late March through mid-May. Employees hired this season will have first option at working future seasons.
- At our warehouse, you will be accessing room sized walk in coolers with temperatures set at 35-40 degrees. The rest of the warehouse work area is kept between 60 and 65 degrees.
- There will be a good deal of standing at your workstation during your shift. It is important to wear comfortable shoes while working.
- A break room and kitchen with a refrigerator & microwave will be available for breaks and lunches.
- Each shipping season typically lasts from 10 to 12 weeks depending on the volume and size of orders.
- We ask that you work a minimum of 20 hours a week. Premium wage is paid for those working over 32 hours per week.