



www.ivynursery.com 434.295.1183

Thank you so much for taking the time to apply to Ivy Nursery.

At Ivy Nursery, we are a family owned business and we try very hard to provide customer service. We are looking for people who are kind, understanding, empathetic, and who enjoy helping others.

Since Ivy Nursery is off the beaten path, people have to get into their cars and want to come here, so we try our best to make it a pleasant experience once they arrive. Then, hopefully, they will want to come back.

Since we are a family owned business, we try hard to be flexible when people who work here have family needs or health needs, for instance, a sick child.

Working here does involve a fair amount of running back and forth, and therefore requires a certain degree of fitness. During our busy seasons, things can get hectic, so we are also looking for people who can remain calm, polite, patient, and friendly even when things are moving at a very fast clip, as they often are. We often tell people that buying plants and flowers should be like buying ice cream -- it should be fun!

So, again, thank you for applying to Ivy Nursery, and I will look forward to meeting you.

Sincerely,

Clare Carter

IVY NURSERY, INC.
570 Broomley Road
Charlottesville, Virginia 22901
(434) 295-1183
careers@ivynursery.com

JOB APPLICATION

DATE: _____

Name _____

Address _____

Phone _____ Date of Birth _____ Email _____

Married _____ Single _____ No. of Children _____

EMPLOYMENT HISTORY (Please list last three jobs with approximate start and end dates)

Employer _____

Date started _____ Date ended _____

Reason for leaving _____

Supervisor/Business Owner _____ Phone # _____

Duties of Job _____

Employer _____

Date started _____ Date ended _____

Reason for leaving _____

Supervisor/Business Owner _____ Phone # _____

Duties of Job _____

Employer _____

Date started _____ Date ended _____

Reason for leaving _____

Supervisor/Business Owner _____ Phone # _____

Duties of Job _____

WORK REFERENCES: Please list 3 excellent work references

Please do not list friends, family members, or co-workers as references

Name of reference	Name of Business	Official title of Ref. (Owner supervisor, etc.)	Phone no.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you have a criminal record? Yes _____ No _____

If yes, describe

Any other helpful information

Thank you for taking the time to apply to Ivy Nursery!

If you have any questions or inquiries, please feel free to email us at careers@ivynursery.com, or to call us at 434-295-1183.

Please fill out the following questionnaire:

1. For which job are you applying?
2. Are you interested in working during our busy seasons only, or do you prefer year-round employment? (Our busy seasons are September, October, November, & December and March, April, May, and early June. Seasonal people are off in January & February, and off during the summer.)
3. Does our weekend schedule work for you? During the peak of our busy seasons, we often work every Saturday. During the summer and winter we work every other Saturday or so. (Our hours are 9am to 6pm Tuesday through Saturday.)
4. Working at the nursery requires varying degrees of physical fitness depending upon the job for which you are applying. Are there any limitations of which we should be aware such as back problems, knee problems, allergies, etc.?
5. Do you enjoy being with people and helping people? Have you worked in a customer service or retail environment previously?

6. Have you held the same job for more than two years? If so, which jobs and for how long?

7. Do you have any other comments or questions?

8. If hired, how soon would you be able to start?

9. Do you have any prior commitments for the upcoming season?

PLEASE FILL OUT THE RELEVANT SECTIONS BELOW FOR THE POSITION FOR WHICH YOU ARE APPLYING

FOR CASHIER APPLICANTS

1. Have you any experience with cashiering? If so, please specify.
2. Have you worked in a retail or similar environment previously? If so, please describe.
3. Are you capable of helping customers carry items to their vehicles?
4. Working at the nursery requires quite a bit of time on your feet. Are you able to stand for extended periods of time?
5. Cashiering requires calm and patience, particularly when it is our busy season. Are you comfortable working in a crowded, busy environment? Please explain.

FOR GIFT SHOP APPLICANTS

1. Are you comfortable approaching and interacting with customers and making recommendations based on their needs?
2. Do you feel you are capable of walking back and forth from the gift shop to the back of the property (gift inventory storage building) frequently each day?
3. Do you feel comfortable going up a few steps on a ladder to hang a picture or to hang decorations in a window?
4. Are you capable of lifting 15-20 pounds?
5. Are you physically capable of helping to unpack boxes and lift out gift items and smaller pots? (This requires a fairly strong back.)
6. Have you had experience with making bows? Or do you feel you could easily learn?

FOR GREENHOUSE & ANNUALS APPLICANTS

1. Do you have any experience with greenhouse and annual plants, and if so, what specifically?
2. Do you have any experience with floral design, and if so what specifically?
3. Have you any experience or knowledge of plant diseases and pests? If so, please explain.
4. Are you comfortable approaching and interacting with customers and making recommendations based on their needs?
5. Are you capable of helping load and unload inventory as needed?
6. Are you comfortable and capable of carrying arrangements from the back of the greenhouse up to the gift shop? And are you capable of carrying an arrangement to a customer's car?

FOR PLANT NURSERY APPLICANTS (TREES & SHRUBS, PERENNIALS)

1. What experience or knowledge do you have of plant material? (trees, shrubs, perennials, etc.) Please indicate.
2. Have you any experience or knowledge of plant disease and pests? If so please explain.
3. Do you have any landscaping experience? If so, please explain.
4. Are you comfortable approaching and interacting with customers and making recommendations based on their needs?
5. Are you capable of walking the grounds of the nursery much of the day and of helping load and unload light nursery inventory as needed?