

# RIVER VALLEY HORTICULTURAL PRODUCTS, INC.

21701 LAWSON ROAD  
LITTLE ROCK, AR. 72210  
PH:501-821-4770 FAX:501-821-5965

## JOB APPLICATION FOR EMPLOYMENT

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

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Last, First Middle

Home Phone #: \_\_\_\_\_ Message Phone # \_\_\_\_\_ Other Phone # \_\_\_\_\_

Address: \_\_\_\_\_  
Street or P. O. Box City State Zip Code

Mailing (if different)

Address: \_\_\_\_\_  
Street or P. O. Box City State Zip Code

Date Available for Work: \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Flexible: \_\_\_\_\_

Overtime \_\_\_\_\_ Days and Hours Available \_\_\_\_\_  
Day From: Mon. Tue. Wed. Thur. Fri. Sat.  
To:

Rate of Pay Expected \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Are you a U.S. Citizen? \_\_\_ Yes \_\_\_ No

If no, do you have a legal right and necessary documents to work in the U.S? \_\_\_ Yes \_\_\_ No.

Have you ever been convicted of a crime except a minor traffic violation? \_\_\_ Yes \_\_\_ No. If yes,  
please give date, court, place where offense occurred and final disposition: \_\_\_\_\_

## EDUCATIONAL HISTORY

Type of School	Name, Address City, and State	Course of Study	Circle Last Year Completed	Graduate? Give Degree.
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High \_\_\_\_\_ 9 10 11 12 \_\_\_\_\_

College \_\_\_\_\_ 12 3 4 \_\_\_\_\_

College \_\_\_\_\_

Trade \_\_\_\_\_

Other \_\_\_\_\_

If you did not graduate High School, do you have a G. E. D.? \_\_\_ Yes \_\_\_ No

## EMPLOYMENT HISTORY

Did a company ever discharge you? \_\_\_\_ Yes \_\_\_\_ No.  
If yes, give name of company(ies) and reason(s).

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List employment starting with your **most recent** position.

Date	Name and Address	Rate of		Reason
Month and Year	of Previous Employers	Pay	Position	For Leaving
				May we Contact?
From _____				Yes ____
To _____				No ____
From _____				Yes ____
To _____				No ____
From _____				Yes ____
To _____				No ____
From _____				Yes ____
To _____				No ____

### References

Name	Phone #	Address	Relationship	Years Known
_____				
_____				
_____				
_____				

Can you work week-ends, if needed?

\_\_\_\_\_  
If no, please give  
reason... \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### JOB APPLICANT'S AGREEMENT AND CERTIFICATION

"I certify that the information given by me in this application is true in all respects, and I agree that if employed and it is found to be false in any way, that I may be subject to dismissal without notice, if and when discovered. I authorize the use of information in this application to verify my statements, and I authorize an investigation of information regarding my ability, character, previous employment, general reputation, educational background, credit record, driving record and/or criminal history. I release all such persons from any liability or damages on account of having furnished such information. I further agree, If employed, that I am to work faithfully and diligently, to be careful and avoid accidents, to come to work promptly, and I am not to be absent for any reason without prior notice to my supervisor, and that employment is terminable at the will of either the employee or employer."

"I agree to be employed on a \_\_\_\_\_ calendar days probationary period and that I may be dismissed at any time during this period at the discretion of the employer. I agree to submit to a physical examination or drug test whenever requested and if employed, I agree to observe all present and subsequently issued personnel policies and rules. These rules and policies are intended to guide the organization in its relationship with its employees. It is not a contract of employment, and I do not construe it as such. Policies and rules which are issued are not conditions of employment. I understand that the employer may revise policies or procedures, in whole or in part, at any time, with or without notice."

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date