



7711 S. Parker Road  
 Centennial, Colorado 80016  
 (303) 690-4722 x107

# APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

**Applicants who are hired will be required to present documents verifying that they are authorized to work in the U.S.**

Please read carefully before completing application!

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. All qualified applicants are considered for positions without regard to race, color, national origin, religion, ancestry, age, creed, sex, sexual orientation, marital status, veteran status, the presence of disabilities, or other protected status. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. **Applicants must be at least 16 years old. Applicants 16-17 years old, who are invited to an interview, MUST provide employment authorization signed by a parent or legal guardian, at the time of the interview.**

**\*\* YOU WILL BE CONTACTED ONLY IF WE WISH TO SCHEDULE AN INTERVIEW \*\***  
**\*\*AND WE CAN NOT ACCEPT WALK IN APPOINTMENTS\*\***

Please complete the entire application (please PRINT)

Last Name	First Name	Middle Name	Phone
-----------	------------	-------------	-------

Current Street Address	City	State	Zip
------------------------	------	-------	-----

Please indicate department(s) from the list below, which you would like to be interviewed for, by placing an "X" next to appropriate department(s). Mark with the # 1 indicating the department where you have the most experience.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Annuals                  | <input type="checkbox"/> Cashier                 | <input type="checkbox"/> Driver              |
| <input type="checkbox"/> Events, Classes, Tours   | <input type="checkbox"/> Foliage, Aquatics       | <input type="checkbox"/> Fundraiser          |
| <input type="checkbox"/> Ground Maintenance       | <input type="checkbox"/> Nursery (Shrubs, Trees) | <input type="checkbox"/> Office/Accounting   |
| <input type="checkbox"/> Office, Data Entry       | <input type="checkbox"/> Office, Receptionist    | <input type="checkbox"/> Perennials          |
| <input type="checkbox"/> Production, Growing Dept | <input type="checkbox"/> Receiving               | <input type="checkbox"/> Roses               |
| <input type="checkbox"/> Stocking                 | <input type="checkbox"/> Store Support/Carry Out | <input type="checkbox"/> Hydroponics/Organic |
| <input type="checkbox"/> Guest Services           | <input type="checkbox"/> Hard goods/Garden       | <input type="checkbox"/> Gardening           |
| <input type="checkbox"/> /Gifts/Patio             | <input type="checkbox"/> Supplies/Pets           |  |

Rate of pay expected: \_\_\_\_\_ Will you accept a seasonal position? \_\_\_\_\_ Available for overtime? \_\_\_\_\_

**MOST POSITIONS REQUIRE WORKING SOME SATURDAYS AND/OR SUNDAYS.**

**\*\* Do you need any days off in the month of May, if so, list them? \_\_\_\_\_**

Are you able to work **BOTH Saturday and Sunday**, when required? **Y** **N** (Circle one)

Are you aware of days in the near future that would require time off? **Y** **N** When? \_\_\_\_\_

Hours Available	MON	TUES	WED	THUR	FRI	SAT	SUN
<b>From (start time)</b>							
<b>To (end time)</b>							

**AN ESSENTIAL FUNCTION OF ALL DEPARTMENTS IS THE LIFTING  
AND CARRYING OF HEAVY MATERIALS.**

Are you able to lift 60 lbs. to your waist and carry it 10 feet? Y\_\_\_ N\_\_\_

**\* FOR DRIVING JOBS ONLY \***

Are you 21 years of age or older? Y \_\_\_ N \_\_\_ (if hired, you may be required to submit proof of age.)

Do you have a valid Colorado driver's license? Y \_\_\_ N \_\_\_

Driver's license number \_\_\_\_\_ Class of license \_\_\_\_\_

Have you had your driver's license suspended in the last 3-three years? Y \_\_\_ N \_\_\_

If yes, give details.

\_\_\_\_\_

Are you now, or do you expect to be, engaged in any other business or employment? Y \_\_\_\_\_ N \_\_\_\_\_

If yes, please explain \_\_\_\_\_

Have you ever been convicted of any law violation? (Include any plea of "guilty" or "no contest, exclude minor traffic violations.) Y\_\_\_ N\_\_\_ . If yes, give details

(A yes answer does not automatically disqualify you from employment. The nature of offense, date and the job for which you are applying will also be considered.)

**EDUCATION**

	Name of School - City, State	Years Completed	Degree Attained
High School			
College/University			
Vocational/Technical/Business			
Other			

**REFERENCES**

PLEASE PROVIDE TWO REFERECES - *NOT RELATIVES OR FORMER EMPLOYERS*

NAME	ADDRESS	PHONE

For our information, how did you learn about Tagawa job openings?

Tagawa Tails Newsletter _____	Newspaper Ad _____	Which paper? _____
Signs in our front shop _____	Website _____	Sign at top of our driveway? _____
Tagawa employee name _____	Other _____	

Have you previously applied here? (circle Yes No When?)  
 Have you previously been employed by Tagawa's? Yes No When? \_\_\_\_\_

What experiences, skills or qualifications especially fit you for the position(s) you are applying for?

What machines or equipment can you operate that are related to the job(s) for which you are applying?

**PREVIOUS EMPLOYMENT**

BEGINNING WITH YOUR CURRENT OR LAST EMPLOYER LIST THE JOBS YOU'VE HELD FOR THE PAST 7-SEVEN YEARS. COMPLETE THIS SECTION EVEN IF YOU ATTACH A RESUME.

Employer			Telephone number		Address (Street, City, State)		
Title of Your Position	Date Started	Date Ended	Salary Started	Salary Ended	Supervisor	Reason for leaving	
Describe Work Performed							
Employer			Telephone number		Address (Street, City, State)		
Title of Your Position	Date Started	Date Ended	Salary Started	Salary Ended	Supervisor	Reason for leaving	
Describe Work Performed							

## CERTIFICATION AND RELEASE

I certify that answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge. I understand that any false information may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said employers, persons, schools, companies and law enforcement authorities from any liability for any damages whatsoever for issuing this information.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre and / or post employment drug screen as a condition of employment. I consent to the release of any and all information pertaining to my drug screening examination. If hired, I understand I am required to abide by all rules and regulations of the company and that the use of alcohol or illegal drugs is prohibited during employment.

I understand that employment is contingent upon my providing documentation for completion of the Department of Homeland Security Employment Eligibility Verification Form I-9 and my ability to perform all functions pertaining to the job(s) for which I am hired.

**I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.**

I have read, understand, and by my signature, consent to these statements.

---

Signature	Date
-----------	------

This application for employment will remain active for 1-one month. Ask the human resource representative for details.

Comments:

---

---

---

---

---

---

---



*Please consider the environment by printing double-sided – thank you!*