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| **Application For Employment**  | **Chief River Nursery****976 Ulao Road****Grafton, WI 53024****262.421-5852 Tel****866.226.5204 Fax****cschreiner@chiefrivernursery.com** |
|  |
| **Personal Information** |
| **Name****:** Click or tap here to enter text. | **Date:** Click or tap to enter a date. |
| **Social Security Number:** \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Will be required upon hire\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| **Home Address:** Click or tap here to enter text. |
| **City, State Zip:** Click or tap here to enter text. |
| **Home Phone:** Click or tap here to enter text. | **Cell Phone:** Click or tap here to enter text. |
| **Email Address:** Click or tap here to enter text. | **May we contact you by email? Yes** [ ]  **No** [ ]  **(Please check)** |
|  |
|  |
| **Education** |
| **High School (Name, City, State):** |  Click or tap here to enter text. |
| **Graduation Date:** |  Click or tap here to enter text. |
| **College or Technical School:** |  Click or tap here to enter text. |
| **Dates Attended:** Click or tap to enter a date. |  | **Degree, Major if any:** Click or tap here to enter text. |
|  |
| **Prior Employment (Last 2 employers)** |
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| --- | --- | --- |
|  | **Most Recent** | **2nd Most Recent** |
| **Name of Employer** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Name of Supervisor** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Phone Number** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Length of Employment** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Previous Wage** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Position** | Click or tap here to enter text. | Click or tap here to enter text. |

**Follow up questions Please Check Box**

**Please answer a couple of questions below:** Yes No

**Prior Work Experience**

Have you ever worked in a small office setting before? [ ]  [ ]

Have you ever held a customer service position before? [ ]  [ ]

Have any previous jobs included routine contact with customers by telephone? [ ]  [ ]

Are you comfortable seeking out information to answer customer questions when you [ ]  [ ]

do not know the answer?

**Technology**

Do you have prior experience using Microsoft Outlook? [ ]  [ ]

Do you have prior experience using Microsoft Word? [ ]  [ ]

Do you have prior experience using Microsoft Excel? [ ]  [ ]

Have you ever used Google Docs or Google Sheets? [ ]  [ ]

Are you comfortable learning new Windows and web-based programs? [ ]  [ ]

Do you have a smart phone which you use to send emails and texts? [ ]  [ ]

Please rate your level of typing, where 1 is lowest and 10 is highest: [ ]  [ ]

Are you a regular online shopper, familiar with using eCommerce sites on the web? [ ]  [ ]

**Other**

Do you have any other obligations which may interfere your available hours? [ ]  [ ]

If yes, please list:

Click or tap here to enter text.

Please use this area for any comments you may have:

Click or tap here to enter text.

***More information about the position on next page***

Chief River Nursery is seeking individuals with a friendly and professional attitude to become part of our office staff in Grafton. Our 45-year-old company is an eCommerce and mail order business which sells and ships tree and shrub seedlings and planting products across the country. We continue to grow rapidly due to our great nursery stock and outstanding customer service.

This position averages 35-40 hours per week between January and June 1st. This position is available for the long term. While not required, we are hoping to find individuals who are interested in keeping this position for years. If you have an interest in learning about trees and shrubs, and sharing that knowledge with our customers, this could be a great fit for you! This is a daytime position, and hours worked will always be between 8AM and 5:30PM.

Job responsibilities include:

• Answering questions and assisting customers to complete orders by telephone

• Communicating with customers via email using a team email inbox

• Entry of customer orders that are received by mail or email

• Labeling and mailing catalogs and brochures

• Printing and filing packing slips

• Scheduling customer order pick up times

• Running occasional errands to post office, office supply store, etc.

Requirements:

• Must have prior working knowledge of Microsoft Outlook, Word, and Excel

• Experience in QuickBooks, Google Docs and Google Sheets is helpful but not required

• Speedy and accurate typing skills are a must

• Strong communication, organizational, analytical, and problem-solving skills are important

• Ability to quickly learn and use various software and web based programs

• Ability to use various resources to find information and relay it back to our customers

• Must be punctual, reliable, and able to multi-task during our peak season

• Must be willing to work a handful of Saturday daytime shifts during the busy spring season

Benefits of working for Chief River Nursery

• Friendly, fun, organized and professional work environment

• 401K available in second and subsequent seasons with generous company match

• Convenient location at I-43 and Hwy 60 in Grafton

• Potential overtime available in busy spring months

• Yearly pay increases based on merit

Revision 01.6.2021 – Job Application – CRN.doc