

Application For Employment

Chief River Nursery
 976 Ulao Road
 Grafton, WI 53024
 262.377.5330 Tel
 866.226.5204 Fax
 employment@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 check 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.
- Saturday 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 Check One:

YES

NO

Do you have reliable transportation?

Are you under the age of 18?

If under the age of 18, are you able to obtain a work permit?

Are you comfortable using Windows® based programs?

Do you feel that your listed employment references would give you a favorable report?

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

1. Would lifting a package up to 40 lbs. without help be difficult for you?
2. Do you have back problems that occur from lifting, standing or bending?
3. Are you able to stand for 4 - 5 hours at a time?
4. Does bending or twisting regularly present any problems for you?

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

If yes, please list _____

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 seedlings on the order, and package them at their work station. *Skills required: Carefully reading packing slip, pulling correct nursery stock, counting and labeling accurately, packaging the seedlings into a box, and including the proper paperwork with the order.*

Shipper: Two 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. Some transfer of nursery stock from our overstock coolers to our main cooler rooms may also be required.

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.
- This season will kick off in mid-March with the unloading of seedlings from incoming refrigerated semis. The seedlings will then be organized into cooler rooms where they are stored to keep them fresh and dormant.
- 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 55 and 65 degrees.
- There will be a good deal of standing at your work station during your shift. It is important to wear comfortable shoes while working.
- A break room and small kitchen with a refrigerator & microwave will be available for breaks and lunches.
- Each shipping season typically lasts from 5 to 8 weeks depending on the volume and size of orders.
- Some employees may be asked if they are interested in helping with a planting project of seedlings at our nursery property.