

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:	
Home Phone:	Cell Phone:
Email Address:	May we contact you by email? Yes No (Please check)

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		
Address		
Phone Number		
Length of Employment		
Previous Wage		
Position		

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?

Do you have prior experience using QuickBooks?

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:

Other

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

If yes, please list _____

Please use this area for any comments you may have:

_____Revision 11.15.2018 – Job Application – CRN.doc

Schedule of hours

Our company work flow follows a seasonal cycle each year. As a result, our office is much busier during certain periods of the year than others. Below are the estimated hours per week by month, that the new hire should expect to work. All hours worked will be between 8AM and 5:30PM.

Jan: 15-25 per week

May: 20-30 per week

September: OFF

Feb: 15-30 per week

June: OFF

October: 5-10 per week

March: 25-40 per week

July: OFF

November: 10-15 per week

April: 25-40 per week

August: OFF

December: 10-20 per week

Please note the hours you are available each day below

Monday Tuesday Wednesday Thursday Friday

Chief River Nursery is seeking an individual 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. We continue to grow rapidly due to our great nursery stock and outstanding customer service.

We are seeking an individual to assist in our office with a primary focus on clerical work, and a secondary focus on customer service duties. This is a long term seasonal position with hours each year between October and May. We are seeking someone who intends to keep their next job for 5+ years, hopefully much longer. The hours for this position will be during the daytime, and hours worked will always be sometime between 8AM and 5:30PM.

Job responsibilities:

- Entry of customer orders which are received at our office via mail
- Labeling and mailing catalogs and brochures
- Printing and filing packing slips
- Scheduling customer pick up times
- Communicating with customers via email using a team email inbox
- Answering questions and assisting customers with telephone orders
- Running occasional errands to post office, office supply store, etc.

Requirements:

- Speedy and accurate typing skills are a must
- Must have prior working knowledge of Microsoft Outlook, Word and Excel
- Experience in Google Docs and Google Sheets is helpful but not required
- 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 shifts during the busy spring season

Benefits of working for Chief River Nursery

- Friendly, organized and professional work environment
- Light schedule during desirable summer months
- Convenient location at I-43 and Hwy 60 in Grafton
- Potential overtime available in busy spring months
- Yearly pay increases based on merit