

# *Custom Gardens, Inc.*

“Where the ideas just keep on growing....”

## Benefits

- Four day work week (Monday through Thursday – weather permitting)
- Vacation
  - 40 hours vacation time after one year
  - 80 hours vacation time each year after two years
  - 120 hours vacation time each year after ten years
- Holidays (after 90 calendar days of continuous employment)
  - New Year’s Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Day
- Hospitalization Plan – After six months continuous employment, the Company provides comprehensive health, limited dental/vision coverage.
- Retirement Plan – Company sponsored SIMPLE IRA and matched up to 3%. To be eligible, must have one Custom Gardens W-2 form with at least \$5,000 earnings and are expected to earn at least \$5,000, while employed at Custom Gardens, in the current year.
- Top hourly rate within the industry
- Long Term/Short Term Disability Insurance – After six months continuous employment.
- \$10,000 Life Insurance Policy – After six months continuous employment.

*Custom Gardens, Inc.*

*337 Redoubt Road*

*Yorktown, Virginia 23692*

*(757) 833-8110*

[www.customgardens.com](http://www.customgardens.com)

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337 Redoubt Road - Yorktown, Virginia 23692  
(757) 833-8110

## APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

### Personal Information:

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Last First Middle I.  
Present Address \_\_\_\_\_  
Street City State Zip  
Permanent Address \_\_\_\_\_  
Street City State Zip  
Phone No. (\_\_\_\_) \_\_\_\_\_ Are you 18 years old or older \_\_\_Yes \_\_\_No

### Employment Desired:

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_  
Are you employed? \_\_\_Yes \_\_\_No If yes, may we inquire of your present employer? \_\_\_Yes \_\_\_No  
Ever Applied to this Company before? \_\_\_Yes \_\_\_No When \_\_\_\_\_

EDUCATION	Name and Location of School	No. of years Attended	Did you Graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade/Business School				

### General:

Subjects of special study, research work or special skills \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

U.S. Military/Naval Service \_\_\_\_\_ Rank \_\_\_\_\_  
Present Membership in National Guard or Reserves \_\_\_\_\_

## Former Employers (List below last three employers, starting with last one first)

Date Month and Year	Name and address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				

Which of these jobs did you like best? \_\_\_\_\_  
 What did you like the most about this job? \_\_\_\_\_

**References:** Give the name of three persons not related, whom you have known at least one year.

Name	Address	Business	Years Acquainted
1.			
2.			
3.			

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its President, and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

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

\_\_\_\_\_  
Date

## Uniform and Grooming Standards

*It is your responsibility to always maintain a professional, neat, clean and pleasing appearance*

**Hair:** Beards and moustaches must be maintained in a neatly trimmed fashion. Hair, beyond shoulder length (male or female) must be secured in a neat manner.

**Jewelry:** Male employees are not permitted to wear earrings. Female employees are required to be safety conscience when choosing styles. Excessive jewelry (numerous earrings, chains, bracelets, etc.) is not permitted. Visible body piercing (except ears) is not permitted for any employee.

**Smoking:** The company does not allow the use of tobacco products in any form by any person on Company grounds, company vehicles or Company controlled sites.

**Nails:** Must be closely manicured and clean. The nail can not extend 1/4-inch beyond the tip of the finger.

**Clothing:** Uniforms will be issued to permanent employees after a probationary period. Personal clothing to be neat and clean, without holes. Shorts must be Bermuda types with hem and T-shirts are acceptable. No loud colors or unprofessional verbiage. Shoes must fully cover the foot, no sandals or thongs.