

# Application for Employment

North by Nature, LLC 231-340-0446  
2200 Howard Road, Petoskey, MI 49770  
[info@nbnlandscapes.com](mailto:info@nbnlandscapes.com)

**Submit all pages of this application by postal or electronic mail.**

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Date \_\_\_\_\_

Telephone \_\_\_\_\_ Drivers License # \_\_\_\_\_ State \_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.)  Yes  No

Are you looking for full-time employment?  Yes  No

If no, what hours are you available? \_\_\_\_\_

Have you ever been convicted of a felony? (This will not necessarily affect your application.)  Yes  No

If yes, please describe conditions. \_\_\_\_\_

## Employment Desired

Position applied for – see following pages \_\_\_\_\_

Are you presently employed?  Yes  No May we contact your present employer?  Yes  No

Date you can start \_\_\_\_\_

Please mark with a check those skills you are proficient in on the attached job description. Make any notes need there and submit that document along with this application.

Education	School Name and Location	Year	Major	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Other Training	_____	_____	_____	_____

In addition to your work history, are there are other skills, qualifications, or experience that we should consider? Please list any scholastic honors received and offices held in school or the community:

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**Employment History (Start with most recent employer)**

**Company Name & Address** \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Company Name & Address** \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Please Read Before Signing:**

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application.

I authorize my previous employers, schools, or persons listed as references to give any information regarding employment or educational record. I agree that this company and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with this company, I will comply with all rules and regulations as set by the company in any communication distributed to the employees.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I am required to provide approved documentation to the company that verifies my right to work in the United States on the first day of employment. I have received from the company a list of the approved documents that are required.

I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# North by Nature Job Descriptions and Pay Levels

**Overview:** All Crew Members cooperate to maintain a positive, safe and supportive work environment. Crew members are required to show up at the agreed upon time and place with a packed lunch, adequate hydration, and wearing work boots. Be prepared to do physical labor in all kinds of weather up to 50+ hours per week thru the season.

## **Crew - Level One :**

Maintain a safe and organized job site.

Utilize best practices for safety of all persons on job site. Personal cell phone use is limited to break times.

Make sure tools are organized and clean in agreed upon staging area(s) on the job site, in the truck and at the shop.

Follow work instructions as described and **Do No Harm**. If in doubt, ask questions.

Learn competent and appropriate use of hand and power tools.

Learn how to safely lift, move and set haul large, heavy items such as trees, boulders and timbers, yards of gravel, sand, soil, mulch, machinery, etc.

Keep trucks, trailers, equipment and shop areas clean.

Learn how to plant and water in annuals, perennials, woody shrubs and trees.

**Crew - Level Two:** Meet or exceed performance expectations of Level One skills.

Safely and carefully operate trucks and heavy equipment if qualified and insured.

Work independently for hours at a time, following supervisor instructions and communicating work progress.

Keep track of time and tasks by customer and work plans.

Recognize weeds as opposed to desirable plants.

Get good at watering various species of plants in containers as well as in the ground.

Accomplish planting as set-out by Lead Gardener.

Interact with customers and transfer basic information.

Accomplish basic garden maintenance like weeding, deadheading, edging, grass cutting and clean up to an **above-average** standard.

Learn how to grade large areas to specified pitches and levels.

Have a working understanding of some aspect of Landscape Gardening such as hardscaping, irrigation, turf, plant care, pruning, etc.

**Crew - Level Three:** Meet or exceed performance expectations of all lower levels of skills.

Work independently for a full day. Accurately and efficiently accomplish your list of instructions.

Supervise one or two crew members for short periods of time.

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Plan and sequence small projects.

Operate a variety of power tools.

Be proficient in at least two aspects of Landscape Gardening such as planting, masonry hardscapes, irrigation, pruning, turf, design, heavy equipment operation, perennials and annual care, drainage/erosion control, shoreline restoration, herbicide application, invasive plant management, etc.

Understand soil types as they relate to drainage, grading, structural integrity.

Understand soil types as they relate to nutrient capacity and availability. Understand soil biology and principles of fertilization.

Be able to identify and care for a substantial list of perennials, trees/shrubs and annuals.

Understand the principles of Ecological Landscape Gardening.

Recognize general health deficiencies of plants.

Manage invoices/paperwork as appropriate.

**Level Four: Crew Leader & Machine Operator:**

Plan, sequence and accomplish projects to specifications while supervising a crew and designating tasks as appropriate to individual skill levels. Crew Leader has disciplinary authority over crew.

Keep track of time and tasks.

Maintain high standards of organization and safety on the job site.

Have attended several conferences, seminars or workshops and achieved at least one certification.

Be skilled at a professional, competitive level in at least two aspects of Landscape Gardening.

**Level Five: Designer and Veteran Crew Leader:**

Plan, sequence and accomplish projects to specifications while supervising a crew and designating tasks as appropriate to individual skill levels.

Keep track of time and tasks.

Maintain high standards of organization and safety on the job site.

Have attended several conferences, seminars or workshops and achieved at least one certification.

Be skilled at a professional, competitive level in at least two aspects of Landscape or Project Design.