

Terra Flora Landscaping Inc.

PO Box 122~300 Ward Ave.

Elkins WV 26241

304-636-2199

Job Description

Care for lawns, shrubbery, and trees; perform other unskilled or semiskilled grounds maintenance duties.

Plant, mow, rake, edge, weed, water, and fertilize lawns.

Plant, fertilize, water, trim, and prune shrubs, trees, and flowers.

Use mower, shovel, pick, and other hand and power tools.

Cultivate and prepare grounds for planting; move trees, shrubs, and flowers.

Weed and spray planted areas.

Sweep sidewalks and other areas.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE HAVE:

Reading and writing English communication skills.

ABILITY TO:

Ability to read, writes, speak, and understand the English language.

Establish and maintain effective working relationships with others.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment; exposure to dust, chemicals, variances in temperature, and equipment with moving

Parts.

PHYSICAL REQUIREMENTS:

Occasional lifting, carrying, and maneuvering heavy objects; occasional standing, squatting, climbing, kneeling, twisting, simple grasping; frequent to constant walking, including walking on gravel or uneven

Surfaces; bending at the neck or waist; stooping, reaching, pushing, and pulling.

Terra Flora Landscaping, Inc.

Employment Application

First Name: _____ Last Name: _____ Middle: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ Cell Phone: () _____

Email: _____

Date of Birth: _____

EDUCATION

High School Name: _____

Location: _____ Completed: Y N

Major: _____

College Name: _____

Location: _____ Completed: Y N

Major/Degree: _____

Bus. or Trade School Name: _____

Location: _____ Completed: Y N

Focus: _____

TRANSPORTATION/DRIVING

Do you have a driver's license: Y N

If so, license number: _____ Expiration Date: _____

State of issue: _____ Operator Commercial Chauffeur

What is your means of transportation to work? _____

Have you had any driving accidents in the past three years? Y N How many? _____

Have you had any moving vehicle violations in the past three years? Y N How many? _____

Employment Application

WORK EXPERIENCE

Please list your work experience for the past two years, beginning with your most recent job held.

Name of employer: _____

Address: _____

Name of last supervisor: _____

Employment dates (start and final dates): _____

Employer phone number: _____

Your last job title: _____

Reason for leaving (be specific): _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked: _____

May we contact your present employer? Y N

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PERSONAL REFERENCES (OTHER THAN RELATIVES)

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Did you complete this application yourself? Y N If not, who did?

Name: _____

Employment Application

Starting pay is \$8.50 per hour, with time and half over 40 hours per week.

Pay Period is bi-weekly on Monday after 4pm..

Saturday shifts will be mandated on occasions, a 24 hour notice will be issued for Saturday shifts.

Terra Flora Landscaping Inc. is at will employer, and follows all WV and Federal laws.

Consent:

I understand by signing that, I give permission for Terra Flora Landscaping Inc. to execute a background check, driving record check as a condition for possible employment. All information will be confidential with the employer.

Name: _____

Date: _____

I understand by signing that, I give permission for Terra Flora Landscaping Inc. to execute a substance test as a condition for possible employment. All information will be confidential with the employer.

Name: _____

Date: _____

Drug screening and background check may be required.

Please complete this application and email, mail or drop it off at:

Terra Flora Landscaping/Mary's Greenhouse
Attention: Matt Davis, 300 Ward Ave, Elkins WV 26241
Email: davisterraflora@gmail.com