



Who We Are

The Altum Group Inc. is a family-owned corporation, operating since 1958. We are a premier retail garden center with residential landscape design/install services. Our products include trees, shrubs, annuals, perennials, houseplants, garden supplies, garden chemicals and giftware. Our services include delivery and planting of nursery stock, custom potting, plant diagnostic service, consultation, education and classes. *We are determined to be the best in providing our customers a unique and memorable experience.* We pride ourselves on excellent customer service.

Customer Service

At Altum's, we constantly remind ourselves that it is the customer who ultimately writes our paycheck. Our growth is dependent on repeat customers. *It is our job to anticipate their needs, exceed their expectations, and offer quality products as well as excellent service.* Employees of Altum's are expected to offer polite, prompt, enthusiastic and courteous, service with a smile. Our customers' time is valuable, therefore, the help they receive from our staff should be immediate. Our employees must be patient when confronted with a challenge, and turn a complaint into an opportunity to improve our service. We encourage our employees to continually seek out knowledge of our products, plants and services, to better serve our customers.

Schedule Availability

Our retail garden center is open 7-days per week, March-December 10 months out of the year, and 6 days a week during January & February. We are a seasonal business, and the volume of customers fluctuates. Our busiest season is mid-March through mid-June. *Therefore, some weekend shifts will be required for ALL employees. Employees can expect to work most of these critical weekends.*

Attitude

It is our desire to recruit locally, the best and most talented people to fill positions at Altum's. *We are looking for people who are passionate about gardening and committed to serving our customers.* We need our team members to continually contribute to building our business, keeping Altum's profitable, and being a beneficial presence in the community. Our employees are expected to show up for work with enthusiasm and be consistently on time. We expect our employees to ask: "Is there anything else that needs to be done?" before ending their shift. We encourage and reward our employees who take the time to offer ideas or suggestions that make our company run more efficiently and expect our policies to be respected and followed. Our employees must be self-disciplined and take responsibility for their actions.

Physical Work Environment

Work may be performed both indoors and outdoors, in all types of weather conditions. (Including heat, cold, sun, rain, snow.) *It is a physical job that may require frequent bending, grabbing, stooping, being on your feet all day, standing and walking.* Many times lifting is required, for example a 5 gallon shrub/tree or 40 lb bag of soil.

Social Work Environment

We have a very social, caring and outgoing staff. It is important that all employees treat each other fairly, with respect, and promote a team atmosphere. Cooperation is essential. *We anticipate that each employee will perform his or her duties in a professional and responsible manner.* In return, we will support your growth both personally and professionally.

**If you feel you have the qualities mentioned above,
we encourage you to complete and return our application**



Altum Group, Inc.
11335 North Michigan Road
Zionsville IN 46077

Employment Application

(317)733-GROW (4769) (317)733-4747 Fax www.altums.com

Applicant Instructions

If you need help filling out this application form, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time. Please read the "Applicant Note" below, and complete the **entire application**. If more space is needed for comments, you may attach additional pages. Print clearly, as unsigned, illegible or incomplete applications will not be further processed. Please provide only the requested information, and record "Not Applicable" or "NA" if you choose to not answer a question. Please also review the information provided to you about Altum's.

Applicant Note

This application form is intended for use in evaluating your qualifications for employment, and is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements on this form or during an interview are grounds for terminating the application process, or if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination based on sex, marital status, race, color, age, creed, national origin, sexual orientation, military reserve membership, ancestry, religion, height, weight, use of guide or support animal because of blindness, deafness or physical handicap, or the presence of disabilities. A conviction will not necessarily bar an applicant from employment. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment. A completed application will be reviewed by the personnel responsible for recruiting the position, and they will contact you if they wish to interview you. Applications are kept "active" for one calendar year, and on file for three years.

Name: _____ / ____ / ____
Last First M.I. Today's Date

Position(s) Applying For: _____

Have you applied to Altum's before? Yes No If yes, when? _____

Home Phone Number: (____) ____ - ____ Cell/Pager: (____) ____ - ____

Current Home Address: _____ Social Security Number: ____ - ____ - ____

Street/POB Apt.

City State Zipcode

Email Address: _____

Are you eligible for employment in the United States?

Yes

No

Please indicate what you know about Altum's, and what interests you in working at Altum's:

Availability

Please list the days and hours you **are available** for work. (For example, ___ am-___ pm)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Please indicate job status desired.

- Full-Time
 - Willing to work overtime?
- Part-Time (Number of hours per week: _____)
 - Willing to work overtime?
- Temporary (Number of hours per week: _____)

*Note:
Temporary positions typically
last through mid to late June.*

Date Available for Work: ____/____/____

Salary Requirements

Please note: Your answer to this question will not bar you from employment, and is strictly informational only. Your answer is voluntary.

What are your salary requirements? \$ _____ per _____

Education

Please circle the highest grade completed:

7 8 9 10 11 12 13 14 15 16 16+

Name	City State	Graduated?	Degree?
<i>High School</i>			
<i>College</i>			
<i>Other</i>			

Job Related Skills

Please do not answer any question that you do not think is job-related.

If this position requires it, do you:

- Yes No ...have a valid driver's license?

Name as it appears on license: _____ DL# _____

Type: _____ State of Issue: _____

- Yes No ... have the ability to lift up to 40 lbs unassisted?
- Yes No ... have the ability to stand stationary or walk for long periods of time?
- Yes No ... have the ability to reach, bend and stoop repeatedly?
- Yes No ...have the ability to work outdoors, in hot/cold weather, adverse conditions such as rain/snow?

Third Most Recent Employer

Company Name _____ City _____ State _____

From: _____ to _____
 Dates Employed _____ Job Title _____ Supervisor Name _____

Job Responsibilities _____

Reason for Leaving _____

\$ _____ per _____
 Salary

Phone (____)____-_____
Fax (____)____-_____
E-mail _____

Employment References

Please include only those individuals familiar with your work ability. Do not include relatives or any of the supervisors you have listed above.

Name	Phone Number	Company/Position	Years Known
1. _____	(____)____-_____	_____	_____
2. _____	(____)____-_____	_____	_____
3. _____	(____)____-_____	_____	_____

Military Experience No Yes

US Military Branch _____ Rank _____

Security

Have you ever been convicted of a crime? No Yes

Incident _____ Charge _____ City/State _____

Certification and Release

I certify that I have read and understand the applicant note on page one of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omission, or misrepresentations of facts called for in this application, whether on this document or not, may result in rejection of my application or discharge at any time during my employment. I authorize the company and/or its agents, including consumer reporting bureaus, to verify any of this information. I authorize all former employers, persons, schools, companies and law enforcement authorities to verify any of this information. I hold harmless, all former employers persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to a drug testing to detect the use of illegal drugs prior to and during employment.

Signature _____	Date _____
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