



Application for Employment (2010)

Questions & completed applications should be directed to:

Helen Roney
5717 North 300 West
Greenfield, IN 46140
(317) 326-2278

www.tuttleorchards.com

an equal opportunity employer

Name:
Address:
City, ST Zip:
Phone:

EDUCATION	School, Location	Years Attended	Graduation Date
High School			
College			
Trade School			
Other schooling			

EMPLOYMENT Dates	Previous Employer Address	Position Held	Reason for Leaving

REFERENCES Name	Address	Phone	Years Acquainted

SPECIAL SKILLS	Please list your experience/ability/knowledge level in these areas.
Experience in horticulture/fruit/flower/vegetable production.	
Operating a cash register/Retail experience	
Customer Service/Communication skills	

SPECIAL SKILLS	Please list your experience/ability/knowledge level in these areas.
Teaching Experience/ Ability to relate to children	
Operating of tractors, farm equipment, etc.	
Concessions/ Food Service	
Any other skills that are relevant.	
HOBBIES/ACTIVITES Please list your pastimes.	

POSTION RELATED INFORMATION	
Most positions require lifting 30-50lbs several times daily. Can you perform that task?	Y N
Most positions require continual walking and standing. Can you perform that task?	Y N
Positions <i>may</i> require you to work outside which may include occasional rainy or cold weather, as well as, exposure to fields, weeds, straw, etc. Can you work in that environment?	Y N
Which position(s) are you applying for: (Descriptions are general. Training is provided for all positions. Tuttle's is a family work environment. Most employees find they get to enjoy a variety of roles during their time with us.)	
<input type="checkbox"/> Educator: Be trained in apple and pumpkin production in order to lead tours of elementary and preschool children through the facilities. Assist market personnel when necessary (could include operating a cash register). Assist in leading groups through the u-pick areas.	
<input type="checkbox"/> Farm Store Assistant: Assist in the farm store with restocking, bagging of fruit, assisting customers with their purchases, preparing food items. May also include grading/sorting apples, watering plants in the greenhouses, and other tasks.	
<input type="checkbox"/> U-pick Assistant: Direct customers to the appropriate apple and pumpkin u-pick areas. Answer questions, tally orders, receive tickets for play area, maze, hayrides, and restock items. Assist tour staff with school groups as needed.	
<input type="checkbox"/> Cashier: Charge customers in the market or in u-pick areas. May include restocking, answering questions/phone calls.	
<input type="checkbox"/> Concessions: Assist with preparation and sales of the concessions to customers (hot dogs, roasted corn, caramel apples, etc). Prepare food, ensure cleanliness, operate cash register. Requires wearing a hat or protective hair net.	
<input type="checkbox"/> Greenhouse Assistant (spring): Assist with planting, watering, and care of all plants in greenhouses. Answer questions about gardening & flowers, operate cash register.	
<input type="checkbox"/> Hayride Driver: Drive tractor pulling trailing to pumpkin patch. Must have LOTS of prior experience with manual & hydrostatic tractors and strong safety consciousness.	

AVAILABILITY: please mark on chart below when you can work each week.
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No
T-shirt Size: Please circle the size you would like for your Tuttle's T-shirt: S M L XL XXL

<p>I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal.</p> <p>I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.</p> <p>I understand and agree that, if hired, my employment is for no definite period and may regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause.</p> <p>Signature _____ Date _____</p>

2010 Tuttle Orchards Fall Employee Availability Worksheet

Name _____ Phone # _____

How many hours are you interested in working? (circle one)
 20 hours/week 30 hours/week 40 hours/week Saturdays Only

Any further information about how much or days you would like to work?

Please list all hours you are available to work. You are not committing to all of these hours. We will make a schedule using this information.

WEEKDAYS: Please mark the weekday hours you are available to work from September 1-October 29:

Example: (you are available Mondays, Wednesdays, and Fridays from 9-11AM)

	Monday	Tuesday	Wednesday	Thursday	Friday
9-10 AM	X		X		X
10-11 AM	X		X		X

	Monday	Tuesday	Wednesday	Thursday	Friday
7AM-8AM					
8AM-9AM					
9-10 AM					
10-11 AM					
11AM-12 PM					
12-1 PM					
1-2 PM					
2-3 PM					
3-4 PM					
4-5 PM					
5-6 PM					
6-7 PM					
7-8 PM					

SATURDAYS: Due to the high volume of traffic on Saturdays, **employees are expected to work ALL SATURDAYS from September 11 to October 23.** We will allow one excused Saturdays if it is listed below. **Saturday Shifts are typically from 8AM-4:30PM or 10:30AM-7PM Only dates listed on this form at time of hiring (or before fall season for current employees) will be excused.** Saturday availability may be a factor in hiring or rehiring for another season.

	Available Entire Day 8AM-8PM (shift determined later)	Available Part of Day (Please List Hours you can work)	Not Available
Examples:	Yes, I can work all day.	I'm only available from 2-7PM	I can't work I have a wedding.
Saturday, September 11: (Caramel Apple Festival):			
Saturday, September 18:			
Saturday, September. 25:			
Saturday, October 2:			
Saturday, October 9:			
Saturday, October 16:			
Saturday, October 23:			
October 30: (not required)			

TRAINING: You must attend one of the training days. Please circle the one your can attend 2010 Days are:

Saturday, September 4 or Wednesday, September 8