

APPLICATION FOR EMPLOYMENT

APPLICATIONS MUST BE ACCOMPANIED WITH A COVER LETTER & RESUME FOR CONSIDERATION

American Herbal Dispensary, Inc. (AHD) is an equal opportunity employer. All potential employees are evaluated without regard to race, color, religion, gender, sexual orientation, national origin, age, marital status, veteran status, disability, or any other legally protected status.

Position Sought _____

How did you learn of the position?

Have you ever applied to this company before? Yes / No

Name _____ Date: _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email Address _____

Emergency Contact #1 _____ Phone _____

Emergency Contact #2 _____ Phone _____

Are you currently employed? Yes / No

If Yes, may we inquire for a reference from current employer? Yes / No

Name of Employer _____ Phone _____ Ask for _____

Why are you seeking employment with American Herbal Dispensary, Inc.?

On what date are you available to start working? _____

How many hours per week are you looking to work? _____

If necessary, can you work on a weekend day as part of a normal work schedule? Yes / No

Do you have reliable transportation to our Lowell facility, our Winberry Creek Farm or our Coburg Farm, whichever would be your main place of work? Yes / No

Are you legally eligible to work in the United States of America? Yes / No

To comply with child labor minimum age requirements, please check below to verify that you are over the age of 18. (18 and up)

Yes, Over 18 No, Under 18

Have you ever been involuntarily terminated or asked to resign from any position of employment? Yes / No

If Yes, Please explain circumstances_____

Have you ever been disciplined for attendance issues in a former position? Yes / No

If Yes, explain_____

Have you ever been convicted of a felony? Yes / No

If Yes, explain_____

If you are selected for employment are you willing to submit to a pre-employment drug screening test? Yes / No

Education History

Date	School Name	Location	Degree/Diploma Received	Major

If you are applying for customer service, web management, or any office/secretarial position please answer the following questions with detail:

What is your typing speed?

What is your knowledge of the natural products industry?

What is your knowledge of natural products and supplements including bulk herbs, herbal preparations, growing herbs, and herbal industry regulations?

Please tell us about any experience you have that directly relates to the position you are seeking:

If you are applying for a manufacturing position please answer the following with detail:

What is your experience making herbal preparations, specifically tinctures, herbal oils, glycerites, salves, syrups, and any other liquid herbal extract?

Have you worked in a commercial kitchen/industrial production type environment before?

Are you able to easily lift up to 65 pounds dead weight multiple times per day with or without accommodations?

Are you able to work in an environment containing dust and powders?

Are you able to work in an environment requiring strict dress/body hygiene codes and operational procedures be followed at all times?

Please tell us about any experience you have that directly relates to the position you are seeking:

If you are applying for an agricultural position please answer the following with detail:

What if any experience have you had farming before? Include past farms, position held and acreage farmed.

What if any experience have you had wild harvesting herbs before?

Are you able to bend, stoop, kneel, dig, hoe, chop, etc. all day while you work?

Are you comfortable driving tractors, farm trucks, walk behind mowers/tillers/woodchippers, and operating a variety of hand-held and vehicular power tools?

What experience do you have identifying plants?

Please tell us about any experience you have that directly relates to the position you are seeking:

Certificates, Licenses, or other training you hold _____

Why are you the best choice for this job?

Please tell us anything else about yourself you feel is pertinent to this position or why you would like to work for American Herbal Dispensary, Inc.

EMPLOYMENT HISTORY

(Most recent first)

Employer _____ Past or Current

Job Title _____ Supervisor _____

Dates Employed _____

Prior Position Held with Company (if any) _____

Current Pay rate, or pay rate prior to leaving _____

Employer's Address _____ City _____ State _____

Zip _____ Phone _____

Duties Performed

What do/did you like most about this job?

What do/did you like least about this job?

Employer _____

Job Title _____ Supervisor _____

Dates Employed _____

Prior Position Held with Company (if any) _____

Current Pay rate, or pay rate prior to leaving _____

Employer's Address _____ City _____ State _____

Zip _____ Phone _____

Duties Performed

What do/did you like most about this job?

What do/did you like least about this job?

Reason for Leaving

Employer _____ Past or Current

Job Title _____ Supervisor _____

Dates Employed _____

Prior Position Held with Company (if any) _____

Current Pay rate, or pay rate prior to leaving _____

Employer's Address _____ City _____ State _____

Zip _____ Phone _____

Duties Performed

What do/did you like most about this job?

What do/did you like least about this job?

Reason for Leaving

Employer _____ Past or Current

Job Title _____ Supervisor _____

Dates Employed _____

Prior Position Held with Company (if any) _____

Current Pay rate, or pay rate prior to leaving _____

Employer's Address _____ City _____ State _____

Zip _____ Phone _____

Duties Performed

What do/did you like most about this job?

What do/did you like least about this job?

Reason for Leaving

PROFESSIONAL REFERENCES/SUPERVISORS

Name

Phone

Professional or Personal Relationship
Company Name

Years Acquainted

Name

Phone

Professional or Personal Relationship
Company Name

Years Acquainted

Name

Phone

Professional or Personal Relationship
Company Name

Years Acquainted

Name

Phone

Professional or Personal Relationship
Company Name

Years Acquainted

ACKNOWLEDGEMENT AND AUTHORIZATION

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date