

# Instructions for Application

Dear Applicant,

Thank you for taking the time to complete this application for employment. Please complete both pages of the application. You may attach a copy of your résumé, if you wish.

Return your completed application using one of the following methods:

Email: [info@myurbangarden.com](mailto:info@myurbangarden.com)

Mail: UGH, Inc. – Attn: HR  
2313 Magowan Dr  
Santa Rosa, CA 95405

We will email you a confirmation once we have received your application.

Sincerely,

Urban Garden

# Application for Employment

## Personal Information

Name \_\_\_\_\_  
 Last First Middle

Address \_\_\_\_\_  
 Number Street City State Zip Code

Email \_\_\_\_\_ Phone No (\_\_\_\_\_) \_\_\_\_\_  
 Area Code

Do you have the legal right to live and work in the U.S.?  Yes  No

Have you ever been convicted of a felony?  Yes  No If yes, please explain on the back of application.

## Education

School Name & Location	Area of Study	Degree Attained

## Employment Experience

Employer & Location	Dates		Job Duties
	From:	To:	
Supervisor			
Job Title	Hourly Rate/Salary		
Reason for Leaving	Starting:	Final:	

Employer & Location	Dates		Job Duties
	From:	To:	
Supervisor			
Job Title	Hourly Rate/Salary		
Reason for Leaving	Starting:	Final:	

Employer & Location	Dates		Job Duties
	From:	To:	
Supervisor			
Job Title	Hourly Rate/Salary		
Reason for Leaving	Starting:	Final:	

Application continues on next page...

Why would you like to work at Urban Garden? \_\_\_\_\_

---

---

---

---

How many hours per week do you wish to work? \_\_\_\_\_

What days of the week/hours of the day are you available to work? \_\_\_\_\_

---

---

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date