



## Interviewing and Hiring Procedures

Your application for an advertised position will be reviewed by Human Resources and qualified applicants may be contacted for an interview. Based upon the outcome of the interview process, a selection will be made and an offer extended.

### Application on File

It is Len Busch Roses policy that applications remain active for *12 months*. While your application is in an active status, you may request to be considered for additional positions by submitting a request via mail, fax, or e-mail stating the position(s) for which you wish to apply and your social security number. A new application must be completed after *12 months*. *A resume may be submitted for additional information but will not be accepted in place of a completed application.*

If any information has changed on your application while your application is active, please notify Human Resources by mail, fax, or e-mail.

**As part of our new hire process we check all new employees' social security numbers with the Social Security Administration. We do this to ensure that the information we report to them for new employee annual earnings is accurate for their annual W-2 form. Please make sure that if you are hired, that you have proper and accurate documentation. You can find the proper documentation information on the back side of this notice.**

Contact Len Busch Roses Human Resources at:

4045 County Road 101 N

Plymouth, MN 55446

Phone #800-659-7673 option 6

Fax #763-478-6009

[hr@lenbuschroses.com](mailto:hr@lenbuschroses.com)

Dear Applicant;

Within your first three days of employment, you will be required to show proof of identity and authorization to work in the US. Please review the attached list of formal identification documents. If you do not have proper identity or authorization, we ask that you do not fill out an application until you have the proper documents.

Thank you,  
 Len Busch Roses  
 Human Resources

Appropriate ID is as follows:

ONE ID DOCUMENT FROM LIST A, **OR**, ONE DOCUMENT FROM LIST B **AND** ONE FROM LIST C

<b>List A</b> Documents that Establish Both Identity and Employment Authorization	<b>List B</b> Documents that Establish Identity	<b>List C</b> Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. Certification of Birth Abroad issued by the Department of state (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	3. Certificate of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	3. School ID card with a photography	
	4. Voter's registration card	
	5. U.S. Military card or draft record	
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	
6. Passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	8. Native American tribal document	5. Native American tribal document
	9. Driver's license issued by a Canadian government authority	6. U.S. Citizen ID Card (Form I-197)
	<b>For persons under age 18 who are unable to present a document listed above:</b>	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
10. School record or report card		
11. Clinic, doctor, or hospital record		
12. Day-care or nursery school record		

## Employment Eligibility Verification System at Len Busch Roses

The I9 form is a document that provides employers with information needed to verify identity and eligibility to work in the United States. It is effective to all candidates employed after November 6, 1986 with Len Busch Roses at the beginning of employment. The I9 consists of three columns from which newly hired employees can choose documentation. This documentation needs to be present on the day of employment or 3 business days thereafter. If the I9 is not complete within 3 business days after employment, the employer obtains the right to terminate employment.

The I9 form asks for the employee's name, address, date of birth, social security number, attest of citizenship, lawful permanent resident, or alien authorization to work, and their signature along with the date. The social security number is taken from the I9 form and verified through the Social Security Administration to make sure accurate reporting of wages to the IRS. If the number and name do not match in the system, employees are sent a letter within two (2) business days. They then have ninety (90) days to respond to the letter with new forms of identification or correction papers. HR will provide assistance in locating local social security offices. If the employee fails to make corrections to the I9 form within the specified period time, they will be terminated from employment with Len Busch Roses.

If you are unable to complete the I9 form on the first day of employment, Len Busch Roses will ask that you leave and retrieve the proper documentation to complete the I9 form prior to starting the workday.

Applicants are given an advance notice of this process prior to employment. They are again reminded once they are hired and have accepted the position with Len Busch Roses. The blank I9 forms are located in the HR department and can be accessed at any time. As an employer, we cannot ask newly hired employees to bring in specific documentation. We can provide them with the list of documents attached to the I9 form. Newly hired employees are able to choose any proper documentation from list A **or** list B **and** list C.

The I9 form provides employers and employees with the rights of legal employment. The Social Security Administration system allows for us to match social security numbers to the names of employees insuring accuracy of wages being reported to the IRS.

I have read and understand the above statement.

---

Print Name

---

Signature

---

Date



## El Sistema de Comprobación de Elegibilidad de empleo en Len Busch Roses

La forma I9 es un documento que proporciona a los empleadores la información necesaria para verificar la identidad y la elegibilidad para trabajar en Estados Unidos. Es efectiva para todos los candidatos empleados después del 6 de noviembre de 1986 con Len Busch Roses al comenzar con empleo. La I9 consiste en tres columnas en las cuales los nuevos empleados pueden escoger la documentación. Esta documentación se necesita ser presentada el día del empleo o 3 días hábiles después. Si la forma I9 no es completada dentro de 3 días hábiles después del empleo, el empleador obtiene el derecho de terminar el empleo.

La forma I9 pide el nombre del empleado, la dirección, la fecha del nacimiento, el número del seguro social, prueba de ciudadanía, residencia permanente legal, o la autorización extranjera para trabajar, y su firma junto con la fecha. El número del seguro social es tomado de la forma I9 y verificado por la Administración de Seguridad Social para asegurar la cobertura exacta de sueldos al IRS. Si el número y el nombre no concuerdan en el sistema, se le enviara una carta a los empleados dentro de dos (2) días hábiles. Estos tienen entonces noventa (90) días para responder al pie de la letra con nuevas formas de papeles de identificación o corrección Recursos Humanos. Proporcionará ayuda al localizar las oficinas locales de seguridad social. Si el empleado falla de hacer las correcciones a la forma I9 dentro del espacio de tiempo especificado, se acabara tiempo empleo con Len Busch Roses.

Si usted no puede completar la forma I9 en el primer día del empleo, Len Busch Roses le pedirá que usted salga y recupere la documentación apropiada para completar la forma I9 antes de comenzar el día laborable.

Se les da a los solicitantes un aviso previo de este proceso antes del empleo. Se les recordara de nuevo una vez que sean empleados y hayan aceptado la posición con Len Busch Roses. Las formas I9 en blanco son situadas en el departamento de Recursos Humanos y pueden tener acceso a las mismas en cualquier momento. Como empleadores, nosotros no podemos pedir a los nuevos empleados que introduzcan alguna documentación específica. Nosotros les podemos proporcionar una lista de documentos conectados a la forma I9. Los nuevos empleados pueden escoger alguna documentación apropiada de las listas A, B y C.

La forma I9 proporciona a empleadores y a los empleados los derechos del empleo legal. El sistema de la Administración de Seguridad Social nos toma en cuenta para concordar los números del seguro social con los nombres de los empleados y asegurar la certeza de sueldos para ser informados al IRS.

He leído y he comprendido la declaración anterior.

---

Imprima el Nombre

---

Firma

---

Fecha



## Pre-Employment Requirements: E-Verify

### **E-VERIFY**

Len Busch Roses is participating in E-Verify effective **May of 2009**. All newly hired employees will have their information submitted to the Social Security Administration (SSA) and the Department of Homeland Security (DHS) to confirm authorization to work in the United States.

Once you have accepted an offer of employment from Len Busch Roses, you will be required to submit a completed I-9 Form. From the I-9 Form, an HR Representative will enter your information into the E-Verify system.

If an **Employment Authorized** or a **Tentative Nonconfirmation** status is reported back, the hiring and training process will continue.

If a **Tentative Nonconfirmation** is received, the SSA or DHS requires additional information to properly determine if you are eligible to work in the United States. You have the opportunity to contest the status with the appropriate agency to resolve any concerns. You will be recommended to the appropriate agency during the initial process of employment verification.

If you choose not to contest the **Tentative Nonconfirmation** status, your employment with Len Busch Roses will result in immediate termination.

If a **Final Nonconfirmation** status is received from E-Verify, the offer of employment will be revoked, or if after the start date, employment will be terminated.

I have read and understand the Pre-Employment Requirements for E-Verify that are listed above and understand that this process will be followed only if I receive and accept an offer of employment with Len Busch Roses.

---

Print Name

---

Date

---

Signature



## Pre-Requisitos de Empleo: E-Verify

### E-VERIFY

Len Busch Roses está participando en E-Verify a partir de **Mayo de 2009**. Todos los empleados recién contratados tendrán su información presentada a la Administración del Seguro Social (SSA) y el Departamento de Seguridad Nacional (DHS) para confirmar la autorización para trabajar en los Estados Unidos.

Una vez que haya aceptado una oferta de empleo de Len Busch Rosas, se le pedirá que presente un "Formulario I-9. Desde el Formulario I-9, un representante de recursos humanos, introduzca su información en el sistema E-Verify.

Si un **Empleo Autorizado** o de un estado **Provisional Noconfirmado** se informó, la contratación y el proceso de formación continuará.

Si un **Noconfirmado Provisional** se recibe, la SSA o el DHS requiere información adicional para determinar correctamente si usted es elegible para trabajar en los Estados Unidos. Usted tiene la oportunidad de impugnar la situación con el organismo adecuado para resolver cualquier inquietud. Se le recomendará a la agencia apropiada durante el proceso inicial de verificación de empleo.

Si decide no impugnar el estado **Provisional Noconfirmado**, su empleo con Len Busch Roses dará lugar a la terminación inmediata.

Si un estado **Final Noconfirmado** recibida de E-Verify, la oferta de empleo podrá ser revocada, o si después de la fecha de inicio, el empleo se dará por terminado.

He leído y entiendo el trabajo de Pre-requisitos para el E-Verify que se enumeran más arriba y entiendo que este proceso será seguido sólo si voy a recibir y aceptar una oferta de empleo con Len Busch Roses.

---

Nombre en letra de molde

---

Fecha

---

Firma

**Prescreening Employment Application-**

TO BE CONSIDERED FOR EMPLOYMENT PLEASE FILL THIS APPLICATION OUT IN ITS ENTIRETY. IN THE EVENT YOU ARE HIRED, ANY FALSE OR MISLEADING STATEMENTS ON THIS APPLICATION WILL BE GROUNDS FOR IMMEDIATE DISMISSAL. THIS APPLICATION WILL BE ACTIVE FOR 1 YEAR FROM THE DATE OF COMPLETION BY THE APPLICANT. AFTER THAT TIME, A NEW APPLICATION CAN BE COMPLETED TO BE CONSIDRED FOR EMPLOYMENT.

**Basic Information**

Last Name: \_\_\_\_\_ Home Phone #: \_\_\_\_\_  
 First Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
 Other Name Known By: \_\_\_\_\_ Address: \_\_\_\_\_  
 Preferred Name: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

How did you find out about this position? \_\_\_\_\_ Position Applying for: \_\_\_\_\_

Desired Salary? \_\_\_\_\_ Desired Employment:  Full Time  Part Time  Seasonal  Weekends

Availability: Our shifts vary and will include weekend hours. Please write your availability down.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Start</b>							
<b>Finish</b>							

Are you legally authorized to work in the United States?

Yes      No      \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been employed by Len Busch Roses?

Yes      No      If yes, list date, job title, and location:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you at least 18 years of age?

Yes      No



**Education/Skills/Abilities/Certifications**

School Attended	Dates Attended	Address	Major	Degrees/ Certifications
High School				
College/ University				
Vocational/ Tech/ Other				
Military Service (Branch)	Date Entered	Positions Held/Ranks Achieved		Date Discharged
Please list any computer <b>software</b> that you have used (including <b>typing skills</b> ) Type:                      Type: Microsoft Office- <b>Word</b> Yes                      No Microsoft Office- <b>Excel</b> Yes                      No Microsoft Office- <b>Outlook</b> Yes                      No				
Please list any <b>special</b> knowledge/skills/abilities/certifications:			Please list <b>job related</b> knowledge/skills/abilities/certifications:	
Please list any <b>heavy machinery operating</b> experience you have Type:    Years of Experience:                      Type:    Years of Experience:				

Please complete the following question: (it can be answered in your native language.) **This question must be completed in order for your application to be considered.**

Describe a problem you had that required a creative solution that had not been tried before. What was the outcome?

**EMPLOYMENT HISTORY- DO NOT WRITE "SEE RESUME"**

Please complete the following regarding your last three employment situations, starting with the most recent. Complete this section even if you will be or have submitted a resume.

**EMPLOYER 1**

<b>Hire Date:</b>		<b>Employer Name:</b>	
<b>Termination Date:</b>		<b>Employer Address:</b>	
<b>Starting Salary:</b>		<b>Supervisor Name:</b>	
<b>Ending Salary:</b>		<b>Supervisor phone #:</b>	
<b>Job Title:</b>		<b>Reason for leaving:</b>	
<b>Job Duties &amp; Responsibilities:</b>			

**EMPLOYER 2**

<b>Hire Date:</b>		<b>Employer Name:</b>	
<b>Termination Date:</b>		<b>Employer Address:</b>	
<b>Starting Salary:</b>		<b>Supervisor Name:</b>	
<b>Ending Salary:</b>		<b>Supervisor phone #:</b>	
<b>Job Title:</b>		<b>Reason for leaving:</b>	
<b>Job Duties &amp; Responsibilities:</b>			

**EMPLOYER 3**

<b>Hire Date:</b>		<b>Employer Name:</b>	
<b>Termination Date:</b>		<b>Employer Address:</b>	
<b>Starting Salary:</b>		<b>Supervisor Name:</b>	
<b>Ending Salary:</b>		<b>Supervisor phone #:</b>	

<b>Job Title:</b>		<b>Reason for leaving:</b>	
<b>Job Duties &amp; Responsibilities:</b>			

Specify other special or unique knowledge, skills, qualifications, or certifications i.e- software, professional training, certificates, training courses, languages, or forklift training that you would like us to know: \_\_\_\_\_

\_\_\_\_\_

**Please check the appropriate box:**

May we contact your current or last employer for a reference? Yes No

Will you agree to a company paid medical exam? Yes No

If hired will you require any **additional accommodations** to perform the job you are applying for? Yes No

List the names and contact information for three professional references you would encourage us to contact:

NAME	ADDRESS	TELEPHONE & EMAIL	RELATIONSHIP

**CERTIFICATION AND AUTHORIZATION**

I understand that this employer is an equal opportunity employer in that all qualified applicants will be considered without regard to race, color, sex, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation, or disability.

I certify that the information I have provided is true and correct. I understand that in the event of my employment here, I shall be subject to dismissal for any information that I have give in the application that is false or misleading or that if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I **authorize** my prospective employer or its agent to inquire into my education, professional and past employment history, references, or background, as needed, to verify my qualifications for this position. I hereby give consent to any past employer to provide employment-related information about me to my prospective employer or its agent, and will hold my previous employer and my prospective employer or its agent, harmless from any claim made on the basis that such information about me was provided, or that any employment decision was made based on that information.

I understand that **nothing** in this employment application, the granting of an interview or my possible subsequent employment here is intended to create an employment contract between myself and my prospective employer or its agent, under which my employment could be terminated only for cause. **On the contrary, I understand and agree that if hired, my employment will be “at will” and may be terminated by my employer or by me at any time, or without cause. I understand only the CEO or owner of the company has any authority to enter into an employment contract with anyone.**

If employed, I will be required to provide original documents which verify my identity and my right to work in the United States under the Immigration Reform Act (IRCA) of 1986. The document (s) provided will be used for the completion of the I-9 form.

I hereby acknowledge that I have read and agree to the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: if you complete this electronically, you may just type your name and date.