



**3377 Sweeten Creek Rd.
Arden, NC 28704
828.650.7300**

**2840 Dreher Shoals Rd.
Columbia, SC 29212
803.407.0601**

**1067 Woodley's Way
Columbia, SC 29223
803.788.1487**

What It Takes to Be an Employee At B.B. Barns

B.B. Barns has been in business since 1988. The success of our business depends on positive relationships with past, present, and future customers. Our employees are the most important ingredient to assure these positive relationships continue. The following are characteristics of successful employees:

Attitude

Successful employees show up for work on time consistently. They have positive attitudes and a spirit of optimism in their approach to daily work and life in general. We expect our employees to be learners and to ask, 'is there anything else that needs to be done before I leave?' We expect our employees to go the extra mile for the company and the customer. We value the idea of servant leadership and having a concern for your co-worker's interests as well as your own. We encourage our employees to offer ideas that might make our company run more efficiently, serve our customers better, increase our business or save us time and money. We expect our company policies to be followed and respected.

Image

Image is very important to us. As a BB Barns employee, you are our representative to the public and your appearance should reflect the company's professional image. Cleanliness, neatness, good personal hygiene, and appropriate dress are expected of staff at all times. We wear our company shirts tucked in and baseball caps are worn forward.

Physical Work Environment

You will work outdoors in all types of weather conditions including sun, heat, cold and rain. Your job is physical and requires frequent bending, grabbing and lifting. You will be on your feet all day standing or walking and throughout, you will need to work as a team member being both pleasant and energetic. You will be expected to lift 50lbs frequently. Successful employees maintain good physical and mental preparedness to enable you to perform your work duties in a consistent high-performance manner.

Social Work Environment

We have a very social, caring and outgoing staff. It is important that you are able to get along well with people to be a cohesive part of our team. All employees are expected to get along with each other and to give one another the benefit of the doubt. We expect every employee to carry their weight and perform their responsibilities in an appropriate manner. In return, we are flexible and will support your growth both personally and professionally.

Customer Service

Successful employees are expected to offer polite, prompt, energetic, enthusiastic, and courteous service with a smile. You will need to have the ability to be patient when confronted with a challenge. The customer is not always right, but in fact, they are always right...



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Core Values

Our culture is defined by our company Core Values:

Care: Our love for our employees, customers, community, and the world is our foundation. Building and developing relationships are our driving force. We are a relationship company.

Grow: We seek to learn as we teach those we serve, always being open to new ideas and seeking improvement in all that we do.

Deliver: Integrity and the pursuit of excellence push us to be the best in our field. Our desire is to always do the right thing.

Summary

Our company Core Values should give you a sense of motivation and excitement as you consider being a part of our culture. Thank you for your interest in BB Barns. If you feel you have the above qualities and can work within the parameters of our company policies and work environment, we encourage you to complete our job application.

This application is your opportunity to tell us about your qualifications, training, work history, and references, so we can consider you for a position on our team. Please take the time to answer the questions completely.



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Date of Application _____

Full Name _____

Current Mailing Address _____

City _____ State _____ Zip Code _____

Current Working Phone Number _____

Email Address _____

JOB OPENINGS

What position are you applying for?

Are you available to work ___ Fulltime ___ Part-time ___ Weekends

Times available for work (please indicate whether "a.m.", "p.m." or "any")

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

How did you hear about us, or were you referred to us? _____

Are you employed now? ___ Yes ___ No If yes, location _____

Does your present employer know of your plans to change employment? ___ Yes ___ No

Why do you desire to make a change? _____

Do you have steady transportation to work? ___ Yes ___ No

Do you hold a valid driver's license? ___ Yes ___ No – if yes, what state: _____



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PREVIOUS ADDRESSES OVER THE LAST 5 YEARS

1) Street _____ City _____ State _____ Zip _____

2) Street _____ City _____ State _____ Zip _____

3) Street _____ City _____ State _____ Zip _____

CRIMINAL HISTORY

Have you ever been convicted of a crime? Yes or No

If **YES**, please explain _____

EDUCATION/TRAINING/MILITARY SERVICE

	Name	Degree/License
High School		
College		
Other Training		
Military Service Branch:	# of years:	Currently in the reserves? Branch:



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WORK EXPERIENCE

1. Company Name 2. Supervisor's Name 3. Supervisor's Phone #	Title of Position	Number of Years at the Company	Reason for Leaving
1. 2. 3.			
1. 2. 3.			
1. 2. 3.			

REFERENCES

Name	Relationship to This Person	Phone Number
1.		
2.		
3.		



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AGREEMENT to Employment Policies

Please read carefully.

The information on this application is accurate and true. I authorize this company to investigate all information stated on this application. If employed, the falsification of this information or the fact that information was eliminated from the application will result in immediate dismissal.

I understand that my application for employment will be processed and that a routine inquiry will be made, which will provide applicable information regarding character, general reputation, and personal characteristics. (I have been informed of the inquiry according to PL 91-508.)

I understand, and consent, that B.B. Barns may run a background check at their discretion.

I understand that as an employee of this company, I can resign at any time and I may be terminated at any time with or without notice. The employment relationship with this company is not subject to the provisions of any external documents except as expressly provided by management in writing.

I authorize any educational institution to furnish this company with all information, in my file, as applicable to my application of employment through photocopied documents.

I understand that employment by this company makes me subject to all provisions of the N.C. & S.C. Employment-At-Will laws.

I understand that the terms of this position are seasonal and are based on the company's need for additional personnel during a peak, seasonal, garden center retail environment.

I understand that **my official employment will be contingent on my passing a drug test.**

If employed by B.B. Barns, I will be subject to following all the policies and guidelines outlined in the Employee Handbook.

Applicant's Signature

Date