

Greenleaf Applicant Guidelines

- 1) Must be at least 18 years old.
- 2) Must hold a valid Driver's license and have a clean driving record. (Small infractions may be considered.) You must have some form of transportation to come to and from work.
- 3) Must be drug free and be able to pass a drug test to be paid by applicant=\$30.00.
- 4) You must be able to lift and carry 50Lbs. or more and be able to walk, stoop and twist for at least 7 hours per day, five days per week.
- 5) You must possess a positive attitude and be willing to be part of a "Team atmosphere." You also must be able to communicate with customers in a friendly and professional manner to assure they are satisfied with the work being performed.
- 6) You must be available for full time work unless other arrangements can be made with the management staff at Greenleaf.
- 7) You must download a Greenleaf application on line or pickup an application at the Greenleaf office. A completed application can be mailed to P O Box 13411, Spokane Valley, WA. 99213 or dropped off at our location at 5602 E. Desmet. Resumes are welcome but are not a substitute for our application. All mowing position applications are to be obtained by the mowing department and dropped off at their location located directly behind the Greenleaf office by entering through the east gate.
- 8) If you are considered for an interview, our office will contact you for an interview. Please do not call our office to schedule an interview. For the interview, you must have a copy of two pieces of valid identification which can include; driver's license, military or student identification, copy of your birth certificate and or social security card. You must also have a copy of a current motor vehicle record which you can obtain on line at <http://www.dol.wa.gov/driverslicense/requestyourrecord.html> . If you pass the interview process, you must immediately go for a drug test, paid by you at a cost of \$30.00. Once the office receives the "negative" results, we will contact you to set up a time for employment orientation.