



EMPLOYMENT APPLICATION

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

PERSONAL BACKGROUND

(please print)

NAME: LAST	FIRST	MI	SOCIAL SECURITY NO:	
ADDRESS			HOME TELEPHONE	
CITY	STATE/ZIP		WORK TELEPHONE	
If you are under 18, can you furnish a work permit if required? <input type="checkbox"/> YES <input type="checkbox"/> NO		E-MAIL ADDRESS		
Have you the legal right to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO		Date available for work	Desired salary	

Hire is subject to verification that applicant meets legal age and U.S. work permit requirements.

Position applied for: <input type="checkbox"/> Labor <input type="checkbox"/> Operator <input type="checkbox"/> Landscaper <input type="checkbox"/> Carpentry	Date of application
<input type="checkbox"/> CDL Driver <input type="checkbox"/> Plow Driver <input type="checkbox"/> Supervisor <input type="checkbox"/> Other	
Are you currently on probation? If yes, explain	Date of offense
Have you ever submitted an application here before? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, give date(s) and position(s)
Have you ever been employed here before? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, give dates, position, supervisor
Type of employment desired <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Educ. Coop./Internship	
Will you relocate if job requires it? <input type="checkbox"/> YES <input type="checkbox"/> NO	Will you travel if job requires it? <input type="checkbox"/> YES <input type="checkbox"/> NO
Will you work overtime if required? <input type="checkbox"/> YES <input type="checkbox"/> NO	If no, please explain.
Are you willing to work evenings, weekends, or holidays if required? <input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever been bonded? <input type="checkbox"/> YES <input type="checkbox"/> NO

Have you ever been convicted of a crime? YES NO

If yes, explain the number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed and type of rehabilitation.

EMPLOYMENT HISTORY

Provide the following information on your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in the Comments section below.

Employer	Telephone ()	Dates Employed From To	Summarize the type of work performed and job responsibilities
Address			
Starting job title/final job title		Hourly Rate/Salary Starting	
Immediate supervisor and title		\$ Per	
Reason for leaving		Hourly Rate/Salary Final	
May we contact for reference? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$ Per	
Employer	Telephone ()	Dates Employed From To	Summarize the type of work performed and job responsibilities
Address			
Starting job title/final job title		Hourly Rate/Salary Starting	
Immediate supervisor and title		\$ Per	
Reason for leaving		Hourly Rate/Salary Final	
May we contact for reference? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$ Per	
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Reason for leaving		Hourly Rate/Salary Final	
May we contact for reference? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$ Per	
Employer	Telephone ()	Dates Employed From To	Summarize the type of work performed and job responsibilities
Address			
Starting job title/final job title		Hourly Rate/Salary Starting	
Immediate supervisor and title		\$ Per	
Reason for leaving		Hourly Rate/Salary Final	
May we contact for reference? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$ Per	

Education Background

Names & Locations of High Schools, Colleges, Universities, Special Programs	Diploma/Degree Earned	Graduation Date	College Major	College Minor	Grade Pt. Avg.

Additional Information

List professional, trade, business or civic associations to which you belong, including any offices held. You may exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran, or any other similarly protected status.

Organization	Offices Held

References

List name and telephone number of three business/work related references who are not related to you. If not applicable, list three school or personal references who are not related to you.

Name	Relationship	Telephone	No. years known

Specific Skills & Experience in Landscape & Snow Removal

How long have you been employed in the landscaping/snow removal field and what is your level of experience?

What type(s) of equipment have you operated? i.e Excavators, Plows, Skid-Steers, Lawn Mowers, Weed-Wackers

What type of training do you have in regard to: Retaining Walls, Deck & Fencing, Laying Grade, Planting Trees, Snow Services or related fields

Person to be contacted in Case of Emergency

List name, address and telephone number of at least two people whom to be notified in case of emergency

Name	Address	Telephone	Relationship

Have you ever had a Workman's Compensation Claim? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, please explain
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If applying for a position which requires you to drive on the job, please complete the following:

Do you possess a valid driver's license? <input type="checkbox"/> YES <input type="checkbox"/> NO	Has your license ever been restricted, suspended, or revoked? <input type="checkbox"/> YES <input type="checkbox"/> NO	Driver's license no:
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Have you had any accidents during the past three years?

Have you had any moving violations during the past three years?

Applicant Statement

I certify that all information I have provided in this application is true, complete, and correct.

I understand that any information provided by me that is found false, incomplete, or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature

Date

A representative will be in contact with you as soon as your information is processed, you may still be required to submit a resume depending on the position you are applying.