***Employment***

***Application***

APPLICANT INFORMATION

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Name:

Last First Middle

Email:

Alt. telephone:

Primary telephone:

Address (City, State, & Zip):

Position Desired: Rate of Pay Desired:

Are you able to perform the essential functions of the position for which you are applying, with or without a reasonable accommodation? Yes  No  Unsure

Availability: (check all that apply)

Full-time  Part-time  Temporary

Other:

When are you available to start?

If necessary for the job, are you willing and able to travel?

Daytime?  Yes  No Overnight?  Yes  No

Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No

If yes, list convictions and dates:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_

EDUCATION

How did you hear about Turf and Landscape?

Are you legally authorized to work in the U.S.?

Yes  No

Do you have a valid driver’s license?  Yes  No

Have you ever been employed with us before?

No

Yes When?

Have you ever applied with us before?

No

Yes When?

Do you know anyone currently employed at Turf and Landscape?  Yes  No

Who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | Institution Name | Field of Study | Did you graduate? |
| High School |  | N/A | Yes No |
| College/University |  |  | Yes No |
| Business/Technical |  |  | Yes No |
| Other |  |  | Yes No |

SKILLS & QUALIFICATIONS

Other qualifications, special skills, abilities or experience that should be considered:

Types of equipment and machinery you are able to operate:

SKILLS & QUALIFICATIONS (CONT.)

Professional licenses, certifications, designations, or honors, etc.:

Supervisory experience or other information relevant to your desired position:

EMPLOYMENT HISTORY

List current or most recent employer first. Include military service assignments, if applicable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer name and address: | | | Position title/duties, skills: | Start date: | End date: |
| Pay: | | Per: | Supervisor: | Telephone number: | May we contact?  Yes No |
| Reason for leaving: | | | | | |
| Employer name and address: | | | Position title/duties, skills: | Start date: | End date: |
| Pay: | | Per: | Supervisor: | Telephone number: | May we contact?  Yes No |
| Reason for leaving: | | | | | |
| Employer name and address: | | | Position title/duties, skills: | Start Date: | End Date: |
| Pay: | Per: | | Supervisor: | Telephone Number: | May we contact?  Yes No |
| Reason for leaving: | | | | | |

AUTHORIZATION

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I certify that the information provided on this application is true and complete to the best of my knowledge. I authorize Turf & Landscape, Inc. to verify the accuracy of this information and make employment decisions based upon the information provided. In the event that I am employed, I understand that any false, misrepresented, or omitted facts on this application or in an interview may result in termination of my employment and/or legal action. Additionally, I understand that if I am employed, I will adhere to and abide by all the rules and regulations of Turf & Landscape, Inc. as they develop and change and any special agreements reached between the employer and myself. Unless a specific document to the contrary is executed in writing by the employer and employee, all employment is at-will. Just as an employee may resign for any reason, the employer may terminate employment for any reason. This application shall be valid for no more than six months. After that time, applicants will be required to submit a new application. For employment, I understand that I will be required to provide proof of identification and authorization to work in the United States.

I hereby authorize Turf & Landscape, Inc. to investigate/obtain my criminal background history for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that my date of birth and social security number will only be used for the purpose of conducting a background check, and I authorize this use. Turf & Landscape, Inc. will only utilize information legally permitted for use under the Fair Credit Reporting Act. I understand that Turf & Landscape, Inc. may utilize an outside firm or firms to assist in checking such information, and I specifically authorize such an investigation by third-party vendors of the company's choosing. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

I understand and agree to all of the information stated above.

Signature of Applicant Date

**Equal Employment Opportunity:** Turf & Landscape, Inc. is an equal opportunity employer.Employment decisions will be based on the principles of equal opportunity regarding any characteristic protected by federal, state or local law, assuming said characteristic does not interfere with the performance of essential job functions. Reasonable accommodations will be made for people with disabilities and various religious beliefs. Please inform us of any necessary accommodations during the application process.