



Office Use Only:

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE: _____

NAME: _____

Address: _____
Street City State Zip Code:

Phone: _____ E-mail _____

Cellular: _____ Are you 18 years or older? YES NO

Proof of Identity and Eligibility Will Be Required Upon Employment

If hired, can you prove that you have the lawful right to work in this country? YES NO

Have you ever been convicted of a crime or violation other than a minor traffic violation? YES NO

If yes, please explain: _____

A conviction record will not necessarily be a bar to employment. Factors such as job relations, age and time of the offense, seriousness and nature of violation and rehabilitation will be taken into account.

EMPLOYMENT DESIRED

Position: _____ Available Start Date: _____ Pay Rate Desired: _____

Are you employed now? YES NO May we contact your present employer? YES NO

Have you applied or been employed by our company before? YES NO When? _____

How were you referred to our company?

EDUCATION/SPECIAL TRAINING

Name of School	Number of Years in School	Subjects Studied	Graduated? (YES/NO)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What are you available to work?

Full Time: _____

Part Time: _____

If part time, what hours would you be available? _____

FORMER EMPLOYERS (most recent first)

Dates (month/year)	Company Name	Salary	Position	Reason for leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

MILITARY SERVICE

Branch of Service & Serial Number

Present Selective Service Classification

Rank at Discharge

List Duties/Special Training:

Your position might require driving, so please complete this section.

Drivers License #: _____ State: _____ CDL: _____ Class: _____

List any moving violation tickets received in the past (3) years: _____

*Note: By law, depending upon size of vehicle you may be required to drive, a physical exam may be required which may include drug testing.

SPECIAL SKILLS & QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience:

What foreign languages do you speak, read and/or write?

AGREEMENT

The facts set forth above in my application for employment are true and complete. I understand that false statements or omission of information on this application or any other employment form may lead to dismissal or denial of employment. You are hereby authorized to make any investigation of my personal history, financial, criminal, credit and motor vehicle records through any investigative or credit agencies or bureaus of your choice. You are also authorized to administer personality profile tests and verify my background. A criminal record or sentence is not an automatic disqualification for employment. I agree to submit to any drug or alcohol testing prior to or after employment and I agree to submit to a medical evaluation, if required.

In making this application for employment, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mod of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigative consumer report. In exchange for the consideration of my employment application by this company, I hereby release and forever discharge the company (including its directors, officers, employees and agents) and my past and/or present employers (their directors, officers, employees and agents) from any liabilities which may result from an investigation of my past and/or present employment or from the disclosure of such information. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, doctors, all references and any other persons to answer all questions asked concerning my ability, character, reputation and previous employment record.

I understand that if my application is accepted that employment with this company at all times is employment "at will." It is further understood that this "at will" relationship may not be changed by any written document, verbal statements, or by conduct unless such change is specifically acknowledged by an authorized executive of the company. I further understand that my "at will" employment may be terminated at any time by myself or the company and includes no guarantee, contract or promise of employment for any specific length of time. I understand that the first ninety (90) days of employment is a new hire introductory period.

DATE: _____

SIGNATURE: _____

Thank you for considering B&W Landscaping Company for employment

THIS IS A DRUG FREE WORKPLACE