

**Employee Application**

It is the policy of R&B Landscaping, Inc. to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

PLEASE PRINT IN INK

NAME: \_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:

 Number, Street & Apt. # City State ZIP Code

DAYTIME EVENING

TELEPHONE NUMBER: TELEPHONE NUMBER:

DRIVERS LICENSE: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 State Number Expiration Date

 PLEASE CHECK THE TYPES OF EMPLOYMENT

SOCIAL SECURITY NUMBER: YOU WOULD CONSIDER

POSITION APPLIED FOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Full Time [ ]  Part Time

DATE AVAILABLE FOR WORK:

SALARY DESIRED: $

DO YOU HAVE ANY COMMITMENTS TO ANOTHER EMPLOYER THAT MIGHT AFFECT YOUR EMPLOYMENT WITH US?

 [ ]  YES [ ]  NO If yes, please give details:

 [ ]  Newspaper Ad [ ]  School [ ]  Agency

HOW WERE YOU REFERRED TO US:

 [ ]  Current Employee [ ]  On my own [ ]  Other

NAME OF REFERRAL SOURCE:

ARE YOU BELOW THE AGE OF 18? [ ]  YES [ ]  NO

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES: [ ]  YES [ ]  NO

PLEASE LIST AND ELOBARATE ON ANY EXPERIENCES, SKILLS, OR QUALIFICATIONS WHICH YOU FEEL MAKES YOU AN IDEAL CANDIDATE: FOR EXAMPLE (EXPERIENCE IN MAINTENANCE: MOWING, PRUNING / EXPERIENCE IN MASONRY: PATIOS, FIELDSTONE / LANDSCAPE: SHRUB INSTALLATION, SOD INSTALLATION, ETC.)

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS, WITH OR WITHOUT AN ACCOMMODATION, OF THE POSITION FOR WHICH YOU ARE APPLYING? [ ]  YES [ ]  NO

ARE YOU WILLING TO UNDERGO A PRE-EMPLOYMENT PHYSICAL EXAM AND SUBSTANCE ABUSE SCREENING TEST? [ ]  YES [ ]  NO

YOU ARE NOT OBLIGATED TO AND SHOULD NOT RESPOND WITH ANY CONVICTIONS THAT HAVE BEEN ERASED BY PARDON OR EXPUNGEMENT:

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE? DATE PLACE

NATURE \_\_\_\_\_\_\_

(An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.)

EMPLOYMENT RECORD

List your present or most recent employer first and work backwards. May we contact these employers? [ ]  YES [ ]  NO

Employer Employed Supervisor’s Name

 From

Address To

 Your Job Title

 Telephone #

Duties:

Weekly Salary: Start: End:

Reason for Leaving:

Employer Employed Supervisor’s Name

 From

Address To

 Your Job Title

 Telephone #

Duties:

Weekly Salary: Start: End:

Reason for Leaving:

Employer Employed Supervisor’s Name

 From

Address To

 Your Job Title

 Telephone #

Duties:

Weekly Salary: Start: End:

Reason for Leaving:

EDUCATIONAL RECORD

 Number of Years Degree, Major or

School Name and City/State of School Completed Type of Course

High School

College

Graduate School

Trade or

Business School

Other

MILITARY EXPERIENCE

Were you in the U.S. Armed Forces: [ ]  YES [ ]  NO If yes, what branch?

Dates of duty: From: To: Rank at Separation:

Briefly describe your duties

REFERENCES List at least three who aren’t employers, former employers, or relatives.

 Name and Address Occupation Phone Number

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that incorrect or falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of either R&B Landscaping, Inc. or myself. I understand that no management official has any authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment. I further understand that offers of employment are conditioned on my providing proof of work eligibility, as required by United States law, and on my successfully passing a physical examination and substance abuse screening test if required. Failure to participate in either is grounds for rejecting my application and for withdrawing an offer of employment.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, in any) to provide any relevant information that may be required to arrive at an employment decision.

 Signature Date

***R&B LANDSCAPING IS AN EQUAL OPPORTUNITY EMPLOYER***