

# Employment Application



Date:

Name:

Address:

City - State:

Zip/Postal Code:

SS Number:

**Elite Lawns & Landscaping, Inc.**

P.O. Box 851868

Yukon, OK

73085

Phone: 405-202-8551

EliteLawnsOK.com

Home Phone:

Cell Phone:

Are you over age 18?  Yes  No      If no, do you have a work permit?  Yes  No

Have you ever been known by any other name?  Yes  No

(This information is used for checking references only)

If yes, what is the name?       Dates known by this name?

Do you have, or can you obtain the necessary documents that would permit you work in the United States?  Yes  No

If no, do you have a work permit?  Yes  No

Have you ever been employed here before?  Yes  No

Do any of your friends or relatives work here?  Yes  No

if yes, list name(s):

Positions Applying for:

Salary Desired:

Status desired:  Full Time     Part Time    Other (for example seasonal)

## Hours Available to Work:

Mon	<input type="text"/>
Tues	<input type="text"/>
Wed	<input type="text"/>
Thurs	<input type="text"/>
Fri	<input type="text"/>
Sat	<input type="text"/>
Sun	<input type="text"/>

When available to begin work?

If there are any hours you are unwilling to work, what are they?

Are you on lay-off and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Continue on the next page

List any skills, qualifications, courses or training you have that relate to the position for which you are applying:

Have you ever been convicted of a felony:  yes  no

If yes, please explain:

Do you have a drivers license?  yes  no

If yes, list the following driver's license information:

Number:

State of issue:

Expiration Date:

Have you had any accidents in the past 3 years?

yes  no

How many?

Do you had any moving violations in the past 5 years?

yes  no

How many?

(You are also required to provide a copy of your driving records and personal vehicle insurance endorsement.)

## Education

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School			
College Bus. or Trade School			
Professional School			
Other			

Describe Specialized Training, Apprenticeship, Skills and Extra-Curricular Activities:

Are you a veteran of the U.S. Military Service?

Yes  No

If yes, what branch of U.S. Military Service?

# Previous Employment (list up to 3)

1.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  yes  no

2.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  yes  no

**3.**

Name of Employer:   
Name of last supervisor:

Dates of employment:  
From:  To:

Salary:  
From:  To:

Complete Address:   
Phone #:   
Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  yes  no

Skills:

Computer:  PC  Mac  Both

Applications (list all that apply):

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

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

Have you ever been bonded?  Yes  No

Please provide 3 references who are not related to you or previous employers.

Name	Address	Phone	How long known
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# The job for which you are applying (Lawn Care Technician or Landscape Technician) includes the following essential functions:

1. Driving a tank or flatbed truck with a standard transmission alone.
2. Driving a truck that includes an attached trailer.
3. Maintaining a vehicle, including changing tires, oil, and washing.
4. Operating and maneuvering a 300 lb. lawn aerator.
5. Manipulating and recoiling a 200 ft, 1/2 inch thick hose.
6. Lifting moving approximately 60 lb. bags.
7. Walking outdoors.
8. Bending to inspect lawn, or to perform pruning, or other landscaping functions.
9. Use a calculator to measure and price lawns.
10. Obtain a pesticide license.
11. Pushing, pulling, and operating powered or manual landscaping equipment.
12. Raking grass, and or dirt or mulch.
13. Installation of trees and plant materials.

Do you have any allergies to prohibit you from working with plants, plant material, pesticides, herbicides or fertilizers?  Yes  No

If so, to which are you allergic?

List your experience or training in automotive maintenance, and any other mechanical experience or training.

Have you ever been disciplined or counseled by any previous employer regarding failure to comply with safety rules?  Yes  No

If yes, please explain.

Can you perform computer input of data entry tasks?  Yes  No

What office or business machines have you operated?

If applying for, or willing to accept a clerical position, what is your typing speed?

Do you take shorthand?  Yes  No

If yes, what speed:

If required for the position for which you are applying, will you consent to a post offer physical examination, periodic physical examinations and blood or urine analysis?  Yes  No

(Note: This analysis may test for controlled substances)

The results of any physical examination will be considered for employment purposes only as it relates to the ability to perform the essential functions of the position for which you would be employed.

Further, post employment exams are related to fitness for duty determination. All results of physical exams are kept confidential.

When is the last time you missed a week of work or school for a reason other than illness or injury?

What was the reason?

Do you understand that if employed your attendance record must meet the requirements set by the company?  Yes  No

Have you ever signed any type of agreement that may in any way restrict your performance of services for Elite Emerald Lawns?  Yes  No

If yes, explain:

## APPLICATION AGREEMENT (Please Read Carefully)

This Company is an equal employment opportunity employer.

Federal law prohibits discrimination in employment practices because of race, color, religion, sex, national origin, citizenship status, age or disability if otherwise qualified with or without reasonable accommodation.

No question on this application is asked for the purpose of limiting or excluding any applicant's consideration for employment because of his or her race, color, religion, sex, national origin, citizenship status, age or disability.

I certify that all of the information given by me on this application or in supplemental form is true and correct to the best of my knowledge and belief.

I further understand that false or misleading statements or consequential omissions of any kind on this application or supplemental forms are sufficient cause for my not being hired or my dismissal if am hired.

I agree, understand and authorize that this Company or its agents may investigate my background to ascertain any and all information of concern to my record, whether same is of record or not.

I authorize the persons or organizations referenced in this application to give the Company any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and I release all such parties from all liability for any damage that may result from furnishing such information to this Company.

I also agree and understand that under the Fair Credit Reporting Act, I have been told that this investigation may include an investigative consumer report, including information regarding my character, general reputation, personal characteristics and mode of living. If any such investigation results in denial of employment, I shall be so advised, the Company shall supply the name and address of the consumer reporting agency making the investigative report, and I will be given an opportunity to correct any misinformation contained in any such report.

I agree and understand that the Company may require that I be approved for bonding as a condition of my employment. Further, I will comply with the Company's security policies and other policies, rules and procedures that may be established by the Company from time to time.

It is agreed and understood that this application for employment in no way obligates the company to employ me. If employed, I agree and understand that my employment is for no definite duration and may be terminated at-will by either the Company or me.

It is agreed and understood by me that participation in any of the benefit programs of the Company does not create a contract of employment for a definite period of time. Additionally, statements of Company policy are not considered a contract and cannot create a contract of employment for any definite duration. I agree and understand that only the officers of the Company have the authority to establish a contract of employment with me, and that any such contract must be in writing, designated as an employment contract, and signed by both parties.

Continue on the next page

In the event of my employment, any Company materials entrusted to me during the course of my employment will be returned to the Company on the last day of my employment, whether I resign or be terminated.

I agree and understand, that should I be employed, I will not at any time or in any manner, either directly or indirectly, divulge, disclose or communicate to any person, firm or corporation any matters affecting or relating to the business of the Employer, including, without limiting the generality of the foregoing, any of its customers, the prices it attains or has attained from the sale of, or which it sells or has sold, its services or products, its manner of operation, its plans, and any other "proprietary information.

I understand that I may be asked to sign a confidentiality agreement consistent with this paragraph as a condition of employment.

I agree and understand that should the Company advance me any money during the course of my employment and that said advance is not paid off prior to the termination of my employment with the Company, the Company may deduct money due it from my final pay to the extent allowed by law, and I will remain responsible for paying off the remainder of said loan immediately.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete, to the best of my knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**TO SUBMIT APPLICATION:**

1. Complete the form in its entirety
2. Save your completed PDF. The file should be labeled to include your name. (Ex: BillField.pdf)
  - a.) To save, go to File>Save As or click on the save button below. Once saved, send your saved file as an email attachment addressed to: [wes@elitelawnsOK.com](mailto:wes@elitelawnsOK.com)

