

Inland Lakes Landscaping Corp.

Application for employment

Failure to complete this application in its entirety may result in rejection of your application. We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services and programs is available to all persons.

Application Date: _____

Date available to begin work: _____

Personal Information

Name: _____ Social Security#: _____
Last First Middle

Present Address: _____
Street Address City State Zip

Length of Time at Address: _____ Cell Phone #: _____

Alternate Phone #: _____ Email: _____

Employment Desired

Position Applying for: _____ Salary Desired: _____

Availability: Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____

Hours per Week Desired: _____

Work Sought: Full Time: _____ Part Time _____ Seasonal _____ Other _____

Legalities

Are you legally eligible for employment in the U.S.? Yes _____ No _____

Are you 18 years or older? Yes _____ No _____ if you are under 18, please list age _____

If you are related to anyone in our company, state name & relationship: _____

Have you ever been convicted of a crime? Yes _____ No _____ (a conviction will not automatically bar employment.)

If yes, explain 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 below:

Are there any felony charges presently pending against you? Yes _____ No _____

If yes, please explain: _____

Did you complete this application yourself? Yes _____ No _____ if not, who did? _____

Education

Education	Name of School	Location	No. of years completed	Degree earned
High School	_____	_____	_____	_____
College/University	_____	_____	_____	_____
Vocational/Trade/ Graduate School	_____	_____	_____	_____

General

Do you have any special training, skills, qualifications, licenses, certifications or other experiences that relate to the position applied for? If yes, please explain below:

Are you able to meet attendance requirements?	Yes ___ No ___
Do you have an objection to working overtime if necessary?	Yes ___ No ___
Have you ever been previously employed by our organization?	Yes ___ No ___
Can you submit proof of legal employment authorization and identity?	Yes ___ No ___
If you are under 18, can you furnish a work permit?	Yes ___ No ___
Do you smoke?	Yes ___ No ___
How were you referred to us?	_____

References

Please list three references that we may contact, who are not relatives or previous employers.

Name	Phone number	Occupation	Years known/relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employment History

Please give us an accurate, complete, full-time & part-time employment record, starting with your most recent employer. This section is to be completed fully, even if a resume is attached. Please print all information. Please verify whether we may contact each employer.

Company	Supervisor:	Phone number:	Employed from:	Employed to:
_____	_____	_____	_____	_____
Company Address (including city/state/Zip)		Ending Salary:	May we contact this employer?	
_____		_____	_____	
Position Held:	Responsibilities	Reason for Leaving		
_____	_____	_____		

Employment History continued

Company	Supervisor:	Phone number:	Employed from:	Employed to:
Company Address (including city/state/Zip)			Ending Salary:	May we contact this employer?
Position Held:	Responsibilities	Reason for Leaving		

Company	Supervisor:	Phone number:	Employed from:	Employed to:
Company Address (including city/state/Zip)			Ending Salary:	May we contact this employer?
Position Held:	Responsibilities	Reason for Leaving		

Employment Agreement

Note: Please read carefully before signing

I hereby certify that I am not currently engaged in illegal use of drugs. I understand that if I am hired by Inland Lakes Landscaping Corp., hereinafter referred to as "Inland Lakes", I may be required to take a pre-employment drug test or random drug test during employment, for the illegal use of drugs which may include the collection of urine samples. I agree that the results of this test may be submitted to Inland Lakes or its authorized representative, and I expressly release the collection agency and the testing laboratory from any and all liability for performing the requested test, and for communicating results to Inland Lakes. I understand that if the results of any pre-employment drug test are positive, it will cause for rejection of my application or if I am hired, my employment with Inland Lakes may be immediately terminated. I also understand that Inland Lakes may require a pre-employment background screening; I agree to the same terms above for the background screening.

I certify that all answers and information given by me in this application are true and correct. I understand that Inland Lakes has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided untrue or misleading answers or information in this application or any other documents submitted during the time of employment.

I authorize Inland Lakes to use any of my information in its possession concerning me for any purpose it deems appropriate, including information to a third party, future employers, prospective future employers without notification to me of such disclosure, and I release Inland Lakes from any liability in connection with such use or disclosure.

If I am hired by Inland Lakes, I understand and agree that I will be bound by the rules, regulations, policies, procedures and other terms and conditions of employment with Inland Lakes, as they are from time to time changed with or without notice.

If I am hired by Inland Lakes, I understand that I have the right to terminate my employment at any time, with or without notice. I further understand that Inland Lakes can terminate the employment relationship at any time for any lawful reason, with or without cause, with or without notice. This employment relationship exists regardless of any other written statements or policies or any other Inland Lakes documents or any verbal statements to the contrary.

I hereby authorize the potential employer to contact, obtain and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer, and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons and organizations for providing such information.

I understand that it's the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of the person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide a satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Signature: _____ Date: _____