

HERITAGE LANDSCAPE DESIGN

Employment Application



APPLICANT INFORMATION

Last Name				First			M.I.	Date		
Street Address							Apartment/Unit #			
City				State			ZIP			
Phone				E-mail Address						
Date Available				Social Security No.			Desired Salary			
Position Applied for										
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?							
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain							

EDUCATION

High School				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
College				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
Other				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					

REFERENCES

Please list three professional references.

Full Name				Relationship						
Company				Phone						
Full Name				Relationship						
Company				Phone						
Full Name				Relationship						
Company				Phone						

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

INFORMATION RELEASE AUTHORIZATION

I, _____, have applied for a position with **Heritage Landscape Design, Inc.** I hereby authorize the release of any and all information relating to my background and qualifications, including; health, military, education, character and previous employment.

I further release and hold harmless all persons or companies from any and all liability that may result from providing such information. I understand that any information released will be held in strict confidence.

This authorization is valid for 60 days from the date of my signature below. Please retain a copy of this request for your records.

Signature

Date

Supervisor

Date

***Note:** Medical information is often protected by state laws. Please consult an attorney if you are unsure about your state's laws.

DRUG TESTING CONSENT FORM

I have applied for employment with **Heritage Landscape Design, Inc.** As a condition for my application being considered, I understand and agree to undergo a substance screening. I understand that if my test results are positive, I shall not be considered further by the Company for employment. If hired I understand and agree to undergo a substance screening at random or post accident. I understand that if my test results are positive, I shall be terminated.

I hereby authorize the Company or any medical professional retained by the Company for screening purposes to conduct such screening and to provide such results to the Company. I release the Company and any person affiliated with the Company and any such institution or person conducting the screening from liability.

Signature

Date

Print Name

PRE-EMPLOYMENT QUESTIONNAIRE

PLEASE ANSWER THE FOLLOWING THE BEST THAT DESCRIBES YOU.

	Strongly Agree	Agree	Somewhat	Disagree	Strongly Disagree
1) I always do my best	()	()	()	()	()
2) I never miss work	()	()	()	()	()
3) I get along well with others	()	()	()	()	()
4) I am a self starter	()	()	()	()	()
5) I am almost never tardy	()	()	()	()	()
6) I respect others	()	()	()	()	()
7) I try everything once	()	()	()	()	()
8) I never missed work/school	()	()	()	()	()
9) I am a vocal person	()	()	()	()	()
10)I follow, more than lead	()	()	()	()	()
11)Being tardy for work is acceptable	()	()	()	()	()
12)I work best if I am alone	()	()	()	()	()
13)Most people enjoy being around me	()	()	()	()	()
14)I pay attention to detail	()	()	()	()	()
15)I am a shy person	()	()	()	()	()
16)I can work on a team	()	()	()	()	()
17)I am always in a good mood	()	()	()	()	()
18)I call in sick to work often	()	()	()	()	()
19)I like to be charge of most situations	()	()	()	()	()
20)I am responsible for myself	()	()	()	()	()