

# ADVANCED LANDSCAPE MANAGEMENT, INC.

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

DATE \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

Name \_\_\_\_\_  
Last
First
Middle

Present Address \_\_\_\_\_  
Street
City
State
Zip

Telephone Number \_\_\_\_\_

Referred by: \_\_\_\_\_

### EMPLOYMENT DESIRED

Position \_\_\_\_\_ Date you can start \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we inquire of your Present employer? \_\_\_\_\_

Have you ever applied to this company before? \_\_\_\_\_ When? \_\_\_\_\_

\*The Age Discrimination in Employment Act of 10967 prohibits discrimination on the basis of age with respect to individuals who are 40 years of age or older.

EDUCATION	NAME AND LOCATION OF SCHOOL	DATE GRADUATED	SUBJECTS STUDIED
HIGH SCHOOL			
COLLEGE			
TRADE SCHOOL			
APPRENTICESHIP			

WHAT FOREIGN LANGUAGES DO YOU SPEAK FLUENTLY? \_\_\_\_\_ READ \_\_\_\_ WRITE \_\_\_\_

Activities: Civic, athletic, etc. \_\_\_\_\_

(Exclude organizations, the name or character of which indicates the race, creed, sex, marital status, age, color, or national origin of its members.)

(Continued on other side)

**FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH MOST RECENT EMPLOYER FIRST)**

TO	EMPLOYER	ADDRESS	POSITION	SALARY
FROM	SUPERVISOR	TELEPHONE	REASON FOR LEAVING	
TO	EMPLOYER	ADDRESS	POSITION	SALARY
FROM	SUPERVISOR	PHONE	REASON FOR LEAVING	
TO	EMPLOYER	ADDRESS	POSITION	SALARY
FROM	SUPERVISOR	TELEPHONE	REASON FOR LEAVING	
TO	EMPLOYER	ADDRESS	POSITION	SALARY
FROM	SUPERVISOR	TELEPHONE	REASON FOR LEAVING	

**REFERENCES: (LIST THE NAMES OF TWO PERSONS NOT RELATED TO YOU, AND LIST YOUR PARENTS)**

NAME	ADDRESS	TELEPHONE	BUSINESS AND YEARS ACQUAINTED
NAME	ADDRESS	TELEPHONE	BUSINESS AND YEARS ACQUAINTED
FATHER'S NAME	ADDRESS	PHONE	FATHER'S OCCUPATION
MOTHER'S NAME	ADDRESS	PHONE	MOTHER'S OCCUPATION

**DRUG/ALCOHOL POLICY**

THIS COMPANY HAS A DRUG FREE POLICY AND DOES RANDOM DRUG AND ALCOHOL TESTS. NOT PASSING A RANDOM DRUG OR ALCOHOL TEST WILL BE CAUSE FOR DISMISSAL.

ALL INFORMATION PROVIDED BY ME IN SUPPORT OF MY APPLICATION FOR EMPLOYMENT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MISREPRESENTATIONS OR OMISIONS MAY BE CAUSE FOR REJECTION, OR MAY BE CAUSE FOR SUBSSEQUENT DISMISSAL IF I AM HIRED. I AGREE TO ABIDE BY ALL ESTABLISHED RULES AND POLICIES OF THE COMPANY AS A CONDITION OF CONTINUED EMPLOYMENT. I ALSO AGREE TO REPAY THE COMPANY FOR ANY MONEY ADVANCED OR FOR ANY THINGS OF VALUE FURNISHED BY HE COMPANY THROUGHPAYROLL DEDUCTIONS FROM MONIES DUE TO THE EMPLOYEE.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

## APPLICANT INTERVIEW FORM

LAST NAME	FIRST NAME	MIDDLE	SOCIAL SECURITY #
<p>1. Would your previous supervisors say you are consistently on time? <input type="radio"/> Yes <input type="radio"/> No Why or why not? _____ _____</p>			
<p>2. Would your previous supervisors say that your attendance was: <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor Please explain _____ _____</p>			
<p>3. Would your past supervisors say that you are orderly? <input type="radio"/> Yes <input type="radio"/> No</p>			
<p>4. What does "being orderly" mean to you? _____ _____</p>			
<p>5. Would those who know you best say your word can be trusted? <input type="radio"/> Yes <input type="radio"/> No Why or why not? _____ _____</p>			
<p>6. Have you ever experienced a loss for doing what is right? <input type="radio"/> Yes <input type="radio"/> No _____ _____</p>			
<p>7. Was the previous company you worked for a good company? <input type="radio"/> Yes <input type="radio"/> No Please explain _____ _____</p>			
<p>8. Was your previous employer fair with regard to pay? <input type="radio"/> Yes <input type="radio"/> No Please explain. _____ _____</p>			
<p>9. Would your previous supervisor say that you were good at following instructions? <input type="radio"/> Yes <input type="radio"/> No Please explain. _____ _____</p>			
<p>10. Would your past supervisors say you get angry: <input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Sometimes <input type="radio"/> Often</p>			
<p>What causes you to get upset on the job? _____ _____</p>			

12. Have you ever asked for forgiveness for doing wrong?  Yes  No  
Please explain. \_\_\_\_\_  
\_\_\_\_\_

13. Do you use alcohol or illegal drugs?  Yes  No  
Please explain \_\_\_\_\_  
\_\_\_\_\_

14. Would you have any difficulty in taking a drug/alcohol test at any time if required by your supervisor?  Yes  No  
If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

15. Have you ever been convicted of a felony?  Yes  No  
If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

16. Please check three areas in which you are weakest:  
 Contentment                       Diligence                       Dependability  
 Integrity                               Loyalty                               Meekness  
 Forgiveness                           Orderliness                           Punctuality  
 Truthfulness                           Obedience                           Self-control

17. Please check three areas in which you are strongest:  
 Contentment                       Diligence                       Dependability  
 Integrity                               Loyalty                               Meekness  
 Forgiveness                           Orderliness                           Punctuality  
 Truthfulness                           Obedience                           Self-control

18. What are your goals? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. How will this job help you achieve your goals?  
\_\_\_\_\_  
\_\_\_\_\_

20. Why do you want to work for this company?  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_