



Application for Employment

Please Print All Information Requested Except Signature. Resumes will not be accepted in lieu of application.

Date of Application: _____

Personal Data

Name _____

Last

First

Middle

Present Address _____

Number

Street

City

State

Zip

How long?

Please list addresses for the past three years:

Previous Address _____

Number

Street

City

State

Zip

Dates (From-To)

Previous Address _____

Number

Street

City

State

Zip

Dates (From-To)

Home Phone _____ Email Address _____ Cell Phone _____

Social Security Number _____ - _____ - _____

Are you at least 18 years of age? Yes No

Are you legally eligible for employment in the country? Yes No

Emergency Contact: _____

Driving Qualification/Accident Record

Do you have reliable transportation to and from work? Yes No

Do you have a valid driver's license? Yes No License #: _____ State _____ Exp Date _____

(if required for position)

Do you have a Commercial Driver's License? Yes No Type: _____

Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes No

Has any license, permit or privilege ever been suspended or revoked? Yes No

If the answer is yes to either of the two previous questions, please explain _____

What traffic convictions and for forfeitures do you have over the past three years (other than parking violations)? Please list location, date, charge and penalty.

What accidents have you been involved in the past three years or more? Please list date, nature of accident (head on, rear end, upset, etc), whether there were any fatalities, and whether or not there were any injuries.

Driving Experience

Class of Equipment	Type of Equipment (Van, Tank, Flat)	Dates (From – To)	Approx # of Miles (Total)
Straight Truck			
Tractor & Semi Trailer			
Other			

Application/Employment Status

List any prior dates of employment and positions with Lawrence Landscape _____

List position and/or type of work for which you are applying _____

If referred to Lawrence Landscape for employment, who provided the recommendation? _____

Type of employment desired: Full Time Part Time Seasonal Temporary

Date available for work _____ What is your desired salary range or rate of pay? _____

Are you available to work overtime, if necessary? Yes No

Education History

Type of School	Name of School	Location	Years Completed	Major & Degree	Did you Graduate?
High School					
College					
Graduate					
Technical					

Personal References

Name	Address	Phone Number	Years Known

May we contact the above individuals for a reference? Yes No (If no, why?) _____

Military Service Record

Have you ever been in the armed forces? Yes No

Date Entered _____ Discharge Date _____

If discharged, list date and type _____

Special training and skills _____

Criminal Record

Have you been convicted of a crime? Yes No

List date and nature of offense _____

Name and location of court _____

Disposition of case _____

Name of probation/parole officer _____ Phone number _____

May we contact probation officer? Yes No

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

Skills and Qualifications

Describe what skills and qualifications you would bring to Lawrence Landscape if you were hired. Please list any hand tools you have experience using.

The following functions may be essential requirements of this position. Please rate your ability to perform the following functions/tasks using a scale of 1 to 10. (1=cannot perform and 10=can easily perform)

Use a shovel to dig trenches several hours per day		Bend and/or squat repeatedly	
Occasionally lift up to 110 lbs. waist high		Maintain and care for tools & equipment	
Lift up to 50 lbs. shoulder high		Work in adverse conditions (snow/heat/rain/dust)	
Willingness to perform duties no generally associated with the position		Work well with other and resolve problems in a responsible manner (respect chain of command)	
Perform duties requiring repeated extension of arms over head		Follow multiple instructions/order simultaneously	

Equipment Experience

Type of Equipment Operated	Years of Experience

Employment History

Start	End	Employer	Phone
Supervisor		Address	
Starting Job Title/Rate of Pay			
Ending Job Title/Rate of Pay			
Summarize the nature of work performed and job responsibilities:			
Reason for leaving:			
May we contact this employer for reference? Yes No Later			
Comments:			
Start	End	Employer	Phone
Supervisor		Address	
Starting Job Title/Rate of Pay			
Ending Job Title/Rate of Pay			
Summarize the nature of work performed and job responsibilities:			
Reason for leaving:			
May we contact this employer for reference? Yes No Later			
Comments:			
Start	End	Employer	Phone
Supervisor		Address	
Starting Job Title/Rate of Pay			
Ending Job Title/Rate of Pay			
Summarize the nature of work performed and job responsibilities:			
Reason for leaving:			
May we contact this employer for reference? Yes No Later			
Comments:			

Please use this space to provide detail regarding any periods of unemployment (list dates and explanations):

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Lawrence Landscape, Inc.(hereinafter called “the Company”), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Lawrence Landscape, Inc., or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and Lawrence Landscape, Inc. may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act. Information regarding the Fair Credit Reporting Act can be found on the Federal Trade Commission’s website (www.ftc.gov).

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant _____ **Date:** _____

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.

Please return to: Lawrence Landscape, Inc. 600 Lincoln Street, Lawrence, KS 66044
Phone: 785.843.4370 Fax: 785.843.6524 Email: info@lawrencelandscape.com

This Box to be Completed by Employer

Start Date:	Position:
Rate of Pay:	Terms of Employment: Full Time Part Time Seasonal
Hired By:	Benefits: