



# Foegley Landscape, Inc.

*"Continuing A Legacy of Excellence"*

## Application for Employment

*A Drug and Alcohol-Free Workplace*

*An Equal Employment Opportunity Employer*

*If you have a legal right to work in the United States, there are laws to protect you against discrimination in the workplace. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.*

*Si tiene derecho a trabajar legalmente en los Estados Unidos, existen leyes para protegerlo contra la discriminación en el trabajo. La Ley Federal le exige a todos los empleadores que verifiquen la identidad y elegibilidad de empleo de toda persona contratada para trabajar en los Estados Unidos. A fin de poder determinar si la documentación del Formulario I-9 es válida o no, este empleador utiliza la herramienta de selección fotográfica de E-Verify para comparar la fotografía que aparece en algunas de las tarjetas de residente y autorizaciones de empleo, con las fotografías oficiales del Servicio de Inmigración y Ciudadanía de los Estados Unidos (USCIS).*

● I can provide proof of employment authorization on the first day of work. Yes  No

● Are you able to read and write English? Yes  No

Applicant's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City State Zip

Telephone Where You Can Be Reached (\_\_\_\_) \_\_\_\_\_

Alternate Telephone or Cell Number (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

*Your Social Security Number is requested on this for to facilitate record keeping and to minimize effort and errors in reference to other records which require the use of the Social Security Number.*

First Time Applicant? Yes  No

Have you ever been employed by Foegley Landscape? Yes  No

If Yes, when? \_\_\_\_\_

Application is for the following Position(s): \_\_\_\_\_

I Am Available to Work: MON TUE WED THU FRI SAT SUN  
Full Time Part Time Summer/Temporary On Call

### Work Availability

Were you referred to us? Yes  No

If Yes, by whom? \_\_\_\_\_

Are you currently subject to a Non Competition Agreement? Yes  No

If yes, please explain the Nature of the agreement.  
\_\_\_\_\_

Date available to start employment: \_\_\_\_\_

Are you under 18 years of age? Yes  No

If yes, can you provide proof of work eligibility? Yes  No

Are you currently on "Lay off" status and subject to recall with another company? Yes  No

Can you travel if the job requires it? Yes  No

### Personal Information

Have you ever been convicted or pleaded guilty to a crime? Yes  No

(Include court-martial convictions, but exclude minor traffic violations)

If yes, list date, charge, place, court and action taken. A prior conviction does not necessarily mean that you cannot be employed. What you were convicted of and how long ago are important.  
\_\_\_\_\_  
\_\_\_\_\_



# Work Experience

List the most recent position first; include any paid, volunteer, or military experience. Dates when not employed must be listed. If you need additional space, please continue on separate page.

Name and Address of Company: _____	
Telephone Number: _____	From (Dates) _____ to _____
Position Held: _____	Supervisor's Name: _____
Duties: _____	
Salary: Start _____ End _____	Reason for Leaving _____

Name and Address of Company: _____	
Telephone Number: _____	From (Dates) _____ to _____
Position Held: _____	Supervisor's Name: _____
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Telephone Number: _____	From (Dates) _____ to _____
Position Held: _____	Supervisor's Name: _____
Duties: _____	
Salary: Start _____ End _____	Reason for Leaving _____

Please list any Past Employers you do not wish us to contact, with reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever pleaded guilty or have ever been convicted of any traffic-related offenses within the past 5 years?  
Yes  No

Has a court of law or any government agency suspended, revoked or modified your driver's license in the last 5 years?  
Yes  No

***I certify that all answers, statements and data are right and true to the best of my knowledge.***

\_\_\_\_\_  
Signature of applicant Date \_\_\_\_\_

***If filled out by someone other than applicant:***

I certify that all answers, statements and data are right and true to the best of my knowledge, as answered by the applicant, and written my me, the preparer.

\_\_\_\_\_  
Signature of Preparer Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Preparer

\_\_\_\_\_  
Phone Number of Preparer

\_\_\_\_\_  
Address of Preparer

\_\_\_\_\_  
City, State, Zip of Preparer

Equal access to programs, services, and implement is available to all persons. Those applications requiring reasonable accommodation to the application and/or the interview process should notify the Human Resources Manager or interviewer. If the applicant needs assistance in completing this form, help will be provided for them, possibly by appointment only. Application must be filled out completely. Incomplete or unresponsive answers may disqualify you from the interview process or employment opportunities. \_\_\_\_\_ Initial

Notice to all applicants applying for positions involving driving a company service vehicle: If you have been convicted of a DUI, you may be disqualified from employment due to insurance requirements. \_\_\_\_\_ Initial

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Foegley Landscape's receipt of this Application for Employment does not constitute a job offer in any form, nor does it imply that a position opening is available. Applications are active until the desired position is filled. Applications are generally discarded after 90 days. \_\_\_\_\_ Initial

## Conditions of Acceptance of Application by Foegley Landscape, Inc.

All following items must be read and answered or initiated.

### Introductory Period

Each person hired is given a 90 day introductory period. During this time you will be evaluated as to every aspect of your work. Employees not meeting our standards will be terminated during the 90 day introductory period. However, even if you complete your introductory period, this is not a promise or guarantee of continued employment (See "employment at will" section below).  
\_\_\_\_\_ Initial

### Permission for Checking Employee References

I authorize Foegley Landscape, Inc. to conduct a reference check with my present and/or previous employer(s). I also authorize my present and/or previous employer(s) to provide reference information to Foegley Landscape, Inc. as requested. Yes  No

### Permission to Provide References

I authorize Foegley Landscape, Inc. to provide information sought by any future employer(s). Yes  No

### Permission for Checking Employee Criminal Records

Medical exams may only be required after a conditional offer of employment under the Americans with Disabilities Act. I understand that employment in certain jobs is conditional upon a review of any criminal conviction records. I authorize Foegley Landscape, Inc. to request and obtain, through police agencies or other sources, an investigation and report to determine the accuracy of my above answers as to prior criminal convictions, if any. Yes  No

### Medical

I understand that my employment in certain jobs, determined by Foegley Landscape, Inc., is contingent upon the successful completion of a medical examination by Wipperman Occupational Health at Foegley Landscape Inc.'s expense.  
Yes  No

### Drug and Alcohol Screening

I understand that I may be required to submit to a pre-employment and post-employment test for fitness and/or substance abuse, where not prohibited by law. Yes  No

### I Understand that IF I am Hired I will:

- be required to work overtime (if applicable)? Yes  No
- be required to work weekends (if applicable)? Yes  No
- be subject to other conditions of employment (such as the Company's work rules and other policies)? Yes  No

### State and Federal Certifications

I understand that my job may require passing specific pesticide certification examinations, and/or passing the commercial driver's license test. Failure to do so may result in demotion or dismissal. Yes  No

### Discrimination

I understand and agree that the Company will not tolerate unlawful discrimination or unlawful harassment, and that I have an affirmative duty to report it. I further understand that harassment or discrimination by me towards others may be grounds for my termination. Yes  No

### Employment At Will

I understand that his state is an "At-Will" employment state. This means that an employee can leave employment at any time, with or without cause, and with or without notice. This also means that Foegley Landscape, Inc. has the same right to terminate your employment relationship at any time, with or without cause and with or without notice. Yes  No

### Debt Repayment

Upon separation of my employment, I authorize this employer to withhold from my final paycheck any monies owed to them by me, or I will be billed the full amount, due immediately. Yes  No

### False Statement

I understand that any false statement by me in this application or failure to give any material information requested will be cause for my rejection or dismissal for employment. Yes  No

**Pre Employment Test**

Name \_\_\_\_\_ Date \_\_\_\_\_

1. How many square feet are in a lawn that measures 110' length and 25' width?
  
2. A bag of fertilizer covers 12,000 square feet. How many bags of fertilizer will you need for a lawn that is 36,000 square feet.?
  
3. What is the area of a circle with a radius of 2.5'?
  
4. You arrive at a job at 10:30 am with 2 men and have 1.5 man hours to complete the job. What time will you need leave the job site to complete it within the time sold?
  
5. Rank the following job performance characteristics in order of importance:  
1 being most important, 3 being least important  
  
\_\_\_\_\_ Speed      \_\_\_\_\_ Safety      \_\_\_\_\_ Quality
  
6. You are excavating an area for a brick patio and will need to install 4" of compacted base, & 1" of bedding sand. The brick is 2.5" thick. How deep will your excavation be?
  
7. What is your favorite hobby?

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8. What was your favorite sports activity & why what did you learn from it?

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9. Circle the five of the words you feel best reflect your character

Honor	Persistent	Faith	Initiative	Loyal
Strong	Friends	Co-ordinated	Smart	Family
Humble	Honest	Wise	Team	Detailed
Giving	Dependable	Precise	Innovative	Apathy
Responsible	Love	Student	Listener	Efficient

10. Why do you want to work at Foegley Landscape?

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