



Application for Employment

Position applied for: _____ Social Security Number: _____

Name: (Please Print) _____
Last
First
Middle

Present Address: _____
Street
City
State
How long have you lived there? _____

Years
Months

Previous Address: _____
Street
City
State
How long did you live there? _____

Years
Months

Home Phone Number: _____ Best Time to Call: _____

Cell Phone Number: _____ Best Time to Call: _____

I am interested in: Full Time Part Time Full Time, but will accept part time

Desired number of hours per week: _____ Desired Pay: _____

I am available: Immediately I am available starting _____

Please indicate any days or times you are unavailable to work and why _____

Employment Experience

Start with your most current employer

Present or Last Employer	<u>Employed</u>	<u>Pay Rate</u>	<u>Title or Position</u>	<u>Status</u>
Address	From (mo/yr)	Starting		____ full time ____ part time
City, State, Zip Code	To (mo/yr)	Ending	<u>Name of Supervisor</u>	Average number of hours per week _____
Telephone				

Reason for Leaving: _____

Previous Employer	<u>Employed</u>	<u>Pay Rate</u>	<u>Title or Position</u>	<u>Status</u>
Address	From (mo/yr)	Starting		____ full time ____ part time
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Education

Do you have a high school diploma or GED? Yes No If no, please indicate highest grade completed _____

Name and Address of School	Graduated Yes No	Last Year Completed	Course of Study	Special Training, Experience, or Skills
High School		9 10 11 12		
College		1 2 3 4		
Graduate/Professional		1 2 3 4		
Business/Trade				
Other				

Military Service Record

Branch of Service	Date of Entry	Date of Separation	Job Duties

Trade Experience (check any and all that apply)

	1-3 years	3-5 years	5+ years	Comments
Cashier				
Floral/Garden				
Retail/Management				
Customer Service				

Ever had a name change? Yes No Have you ever worked under a different name which would affect employment/references verification? If yes, give name(s) and dates used: _____

Have you ever been convicted of any felony? Yes No If yes, explain _____

Have you ever been convicted of any misdemeanor? Yes No If yes, explain _____

Are you a U.S. Citizen? Yes No

If you are not a U.S. Citizen, do you have a legal right to remain and work in the U.S.? Yes No

Proof of citizenship or immigration status will be required upon employment.

Are you 18 years of age or older? Yes No

Do you have relatives or friends working for this company? Yes No If yes, who? _____

Have you ever been terminated or asked to resign from any job? Yes No If yes, explain _____

Are you currently employed? Yes No

Are you currently on lay off and subject to recall? Yes No Date of Layoff: _____

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

How many days of work have you missed in the last three years due to reasons other than paid time off? _____

List languages you speak, read and/or write _____

Personal References

Please list persons who know you well, not previous employers or relatives

Name	Occupation	Number of Years Known	Address	Telephone Number

Applicant's Statement & Agreement

In the event of my employment to a position in this Company, I will comply with all rules and regulations of this Company.

I authorize the persons named herein as former employers and personal references to provide the Company with any pertinent information they may have regarding myself and I release all parties from liability for any damages that may result from furnishing any of this information to the Company.

I understand that any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. I further agree that, if hired, any money I owe the Company may be taken out of any monies I am due including, but not limited to, wages, bonuses and vacation pay.

I understand that it is a violation of Company policy for any employee to sell, distribute, possess, use, or have in his or her system any level of alcohol or controlled substance while on Company premises or during working hours.

I hereby state that all the information that I provided on this application or any other documents filled out in connection with my employment, and in any interview is true and complete to the best of my knowledge.

I understand that any false information, misrepresentations or omissions may disqualify me from further consideration for employment or may result in dismissal if discovered at a later date. I understand that if I am hired, the information given in this application will become part of my personnel record.

I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

I HAVE READ THE ABOVE PARAGRAPHS AND I ACCEPT THEM AS CONDITIONS OF EMPLOYMENT BY THIS COMPANY SHOULD I BE OFFERED AND ACCEPT EMPLOYMENT.

ELGIN NURSERY & TREE FARM PARTICIPATES IN E-VERIFY

SIGNATURE OF APPLICANT

DATE

DO NOT WRITE BELOW THIS LINE

Interviewd by: _____

Date: _____

Hire Date: _____

Position: _____

Wage: _____

REMARKS:

Employment Experience (if additional page needed)

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