



## Employment Application

### PERSONAL:

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

Address \_\_\_\_\_  
Number & Street City State Zip Code

Position Sought \_\_\_\_\_ Full Time \_\_\_ Part Time

Available for work \_\_\_\_\_ weeks after offer Salary requirement \$ \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Are you currently employed? \_\_\_ Yes \_\_\_ No

May we contact your current employer? \_\_\_ Yes \_\_\_ No

**EMPLOYMENT:** List most recent employer first, including U.S. Military Service.

Current/Last Employer \_\_\_\_\_ Location \_\_\_\_\_

Telephone \_\_\_\_\_ Your Job Title \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ Mo/Yr To \_\_\_\_\_ Mo/Yr

Final Salary \$ \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

Previous Employer \_\_\_\_\_ Location \_\_\_\_\_

Telephone \_\_\_\_\_ Your Job Title \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ Mo/Yr To \_\_\_\_\_ Mo/Yr

Final Salary \$ \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Previous Employer \_\_\_\_\_ Location \_\_\_\_\_

Telephone \_\_\_\_\_ Your Job Title \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ Mo/Yr To \_\_\_\_\_ Mo/Yr

Final Salary \$ \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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**Explain any gaps in work history:** \_\_\_\_\_

\_\_\_\_\_

**EDUCATION:** Please indicate education or training which you believe qualifies you for the position you are seeking.

**High School Diploma:** \_\_ Yes \_\_ No **G.E.D.:** \_\_ Yes \_\_ No

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

**College and/or Vocational School:** Circle # of Years Completed 1 2 3 4

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Major \_\_\_\_\_ Degree Earned \_\_\_\_\_

**Other Training/Certifications:**

Course \_\_\_\_\_ Certificate Earned \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

**BUSINESS REFERENCES:** list people not related to you

Name \_\_\_\_\_ How Known \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ How Known \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ How Known \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize **Edwards Landscape & Nursery** to verify their accuracy and to obtain reference information on my work performance. I also understand that the position for which I am applying may require testing under a Substance Abuse Policy and/or a background check. I release **Edwards Landscape & Nursery** from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of **Edwards Landscape & Nursery**. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

I understand that **Edwards Landscape & Nursery** is an at-will employer and that either **Edwards Landscape & Nursery** or I may terminate my employment at any time with or without notice or cause.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_