

**Employment Application Form
Sacramento Landscape Company
5612 Rickey Drive
Sacramento, CA 95822
916 832-2010**

**PLEASE PRINT OR TYPE ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE**

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-5.

DATE _____

Full Name (First, Middle, Last) _____

All Other Names Used (Oral or Written, including Nicknames and Maiden Names):

Last	First	Middle	Maiden
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Present address _____

Number	Street	City	State	Zip
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How long at the present address? _____

Social Security No. _____ - _____ - _____

Telephone (____) _____

Other Phones: (____) _____

If under 18, please list age _____

Position applied for (1) _____

How did you hear about the position? _____

Hourly rate of pay desired? _____

Days available to work

No Pref _____	Thur _____
Mon _____	Fri _____
Tue _____	Sat _____
Wed _____	Sun _____

Hours available for work:

Daytime hours: from _____ to _____

Evening hours: I can work as late as: _____ p.m.

I am available for overtime Yes No

How many hours can you work weekly? _____ Can you work nights? _____

If hired can you present evidence of your U.S. Citizenship or proof of your legal right to live and work in this country?

Yes No

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

If hired, on what date could you start work? _____

State briefly why you want to work for the Sacramento Landscape Company? _____

Have you ever applied to the Sacramento Landscape Company before? Yes No

Do you have any friends or relatives working for Sacramento Landscape Company? Yes No

If so, state their name(s) and relationship(s) to you. _____

PREVIOUS ADDRESSES

Beginning after the address listed above, list your most recent addresses. List all of your residences within the past five (5) years.

Date (From – To)	Number, Street & Apt. #	City, State & Zip
Date (From – To)	Number, Street & Apt. #	City, State & Zip
Date (From – To)	Number, Street & Apt. #	City, State & Zip
Date (From – To)	Number, Street & Apt. #	City, State & Zip
Date (From – To)	Number, Street & Apt. #	City, State & Zip

EDUCATION AND TRAINING

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR (Course of Study) & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

Have you ever been convicted of a misdemeanor and/or felony (excluding any sealed or expunged conviction(s))*?

No Yes

* No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

DO YOU HAVE A VALID DRIVER'S LICENSE? Yes No

What is your means of transportation to work? _____

Driver's license number _____ State of issue _____ Operator Commercial (CDL) Chauffeur
 Expiration date _____

Have you had any accidents during the past three years? How many? _____
 Have you had any moving violations during the past three years? How Many? _____

PERSONAL REFERENCES

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone (____) _____	Telephone (____) _____

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No
 ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No
 Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From	Start
		To	Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, equipment operated, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your Last Job Title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, equipment operated, skills used or learned, advancements or promotions while you worked at this company.			

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		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, equipment operated, skills used or learned, advancements or promotions while you worked at this company.			

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		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, equipment operated, skills used or learned, advancements or promotions while you worked at this company.			

SPECIAL SKILLS

Do you speak, write or understand any foreign language? <input type="checkbox"/> Yes <input type="checkbox"/> No
If so, what language? _____
Do you have any other experience, training, qualifications, or skills that you believe make you especially suited for this position? If so, explain in detail
List any licenses or certifications:

May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

Carefully read and then initial each item below. If there are any items you do not understand, ask the interviewer about it before signing the certification

In exchange for the consideration of my job application by Sacramento Landscape Company (hereinafter called "the Company"), I agree that:

_____(Initial) I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____(Initial) I hereby authorize Sacramento Landscape Company to thoroughly investigate my references, work records, education and other matters related to my suitability for employment, and further authorize my current and former employers to disclose to the Sacramento Landscape Company any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release the Sacramento Landscape Company, my current and former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____(Initial) I understand that, if offered employment, the offer is contingent on my passing a pre-employment alcohol and drug screen and a pre-employment physical. By signing this application, I voluntarily agree to submit to a pre-employment alcohol/drug screen and pre-employment physical upon receipt of a verbal offer of employment. I understand that failure to pass the alcohol/drug screen and/or physical will result in withdrawal of the employment offer.

_____(Initial) If hired, I also agree to submit to alcohol or drug testing as a condition of employment. I agree that the Sacramento Landscape Company may conduct alcohol or drug screening at its sole discretion, with or without notice, with or without cause or reason. I also understand that refusal to submit to a random alcohol/drug screen will be considered a voluntary resignation of employment.

_____(Initial) I understand that nothing contained in this application or conveyed to me during any interview, which may be granted, is intended to create an employment contract, implied or explicit, between me and the Sacramento Landscape Company. In addition, I understand and agree that if I am employed; my employment relationship with the Sacramento Landscape Company is strictly voluntary and at our mutual will. I understand that, if employed, my employment is for no definite period and may be terminated at any time, with or without prior notice, and that no promises or representations contrary to the foregoing are binding on the Sacramento Landscape Company unless made in writing and signed jointly by the Sacramento Landscape Company and myself.

_____(Initial) I understand that, if offered employment, I will, as a condition of employment be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

_____(Initial) If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid California driver's license, and understand that I will be required to provide a copy of my official driving record and proof of insurance. I also understand that any offer of employment is contingent on my ability to be covered by the Sacramento Landscape Company's auto insurance, if required for my position.

_____(Initial) 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.

_____(Initial) I further understand that my employment with the Company shall be probationary for a period of six (6) months, , 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.

My signature below certifies that I have read and understand every line item in this document, and agree to the terms and conditions outlined in this document.

Thank you for completing this application form and for your interest in Sacramento Landscape Company.