

Appalachian Naturescapes, Inc.

Custom Landscape Designs

Carl P. Meyers, Jr. & Terrel W. Knutson

PO Box 857, Morganton NC 28680

Office (828)-438-8243 Fax: 438-8246

Application For Employment

Name: _____

Last

First

Middle

Address: _____

No. & Street

City

State

Zip

Telephone (____) _____ Social Security# _____

Date of Birth _____ Driver's License State/No: _____

Date of Application _____ Salary Expectation _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Applications are received and employees are hired without regard to race, creed, color, sex, religion, age, national origin, marital status, physical or mental handicap, disability, sexual orientation, veteran's status, citizenship status, or any other protected classes under state, local, or county regulations. The receipt of this application does not mean that job openings exist and does not obligate Appalachian Naturescapes, Inc. in any way. We appreciate your interest in our organization.

THIS IS A DRUG-FREE WORKPLACE

Personal Information (Please Print)

Name _____ Date _____

Salary Expectation _____ Date Available for Work _____

Are you available to work Full-time Part-time Weekends Temporary

How were you referred to us? _____

Have you filed an application here before? Yes No If yes, date _____

Current employer _____ May we contact? Yes No

Does your current employer know of your plans to change employment? Yes No

Why do you desire to make a change? _____

Are you on a lay off and subject to recall? Yes No

Have you ever been discharged or asked to resign from a position? Yes No If yes, please explain: _____

How much time have you lost from work during the last 12 months? _____

Do you have steady transportation to work? Yes No

Have you ever held a position handling money or confidential information? Yes No

Have you ever been refused Bond? If Yes, please explain: _____

Are you legally eligible to work in the United States? Yes No *(Proof of citizenship/immigration status & identity is required upon employment.)*

Have you ever been convicted of or received a sentence for a felony or a misdemeanor other than a minor traffic violation? *(Answering "yes" is not an automatic bar to employment.)*

Yes No If yes, state, date, court and place where offense(s) occurred _____

Do you hold a valid driver's license? Yes No State _____

Do you have a good driving record? Yes No

List three things that you consider important in a work environment: 1) _____

2) _____ 3) _____

Why do you want to work here? _____

List three characteristics that best describe you: 1) _____ 2) _____

3) _____

Full Employment History (Must be completed even when accompanied by resume)

Start with your present or last job. Include ALL assignments and positions held. Be specific about information and dates.

A COMPLETE WORK HISTORY MUST BE PROVIDED. ALL EMPLOYMENT "GAPS" MUST BE LISTED.

Employer	Dates Employed		Summary of Work Performed & Job Responsibilities	
	From (Mo/Yr)	To (Mo/Yr)		
Address (Street, City and State)	Phone:			
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor				
Resigned <input type="checkbox"/> Terminated <input type="checkbox"/> State Reason:				
Employer	Dates Employed			Summary of Work Performed & Job Responsibilities
	From (Mo/Yr)	To (Mo/Yr)		
Address (Street, City and State)	Phone:			
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor				
Resigned <input type="checkbox"/> Terminated <input type="checkbox"/> State Reason:				
Employer	Dates Employed		Summary of Work Performed & Job Responsibilities	
	From (Mo/Yr)	To (Mo/Yr)		
Address (Street, City and State)	Phone:			
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor				
Resigned <input type="checkbox"/> Terminated <input type="checkbox"/> State Reason:				
Employer	Dates Employed			Summary of Work Performed & Job Responsibilities
	From (Mo/Yr)	To (Mo/Yr)		
Address (Street, City and State)	Phone:			
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor				
Resigned <input type="checkbox"/> Terminated <input type="checkbox"/> State Reason:				

If you need additional space to provide a full work history, you must request a separate sheet(s) of paper.

Special Skills and Qualifications: _____

Professional, trade, business, or civic activities/offices held: _____

Computer skills (list programs & proficiency level) _____

Education Information

Schooling	Years Completed	Degree Received & Major	Name of School	Location	Did you graduate? If so, month/year
Grammar or High School					
Trade/Business or Correspondence					
College					
Graduate School					

Military Service

Branch of Service & Serial Number	Present Selective Service Classification	Rank at Discharge
<i>List Duties/Special Training</i>		

Agreement

The facts set forth above in my application for employment are true and complete. I understand that false statements or omission of information on this application or any other employment form may lead to dismissal or denial of employment. You are hereby authorized to make any investigation of my personal history, financial, criminal, credit and motor vehicle records through any investigative or credit agencies or bureaus of choice. You are also authorized to administer personality profile tests and verify my background. A criminal record or sentence is not an automatic disqualification for employment. I agree to submit to any drug or alcohol testing prior to or after employment and I agree to submit to a medical evaluation, if required.

In making this application for employment, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional information about the nature and scope of this investigative consumer report. In exchange for consideration of my employment application by Appalachian Naturescapes, Inc. I hereby release and forever discharge the company (including its directors, officers, employees and agents) and my past and/or present employers (their directors, officers, employees & agents) from any liabilities which may result from an investigation of my past and/or present employment or from the disclosure of such information. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, doctors, all references and any other persons to answer all questions concerning my ability, character, reputation, and previous employment record.

I understand that if my application is accepted that employment with this company at all times is employment "at will." It is further understood that this "at will" relationship may not be changed by any written document, verbal statements, or by conduct unless such change is specifically acknowledged by an authorized executive of the company. I further understand that my "at will" employment may be terminated at any time by myself or the company and includes no guarantee, contract or promise of employment for any specific length of time. I understand that the first ninety (90) days of employment is a probationary period.

Signature of Applicant _____ **Date** _____

IN CASE OF EMERGENCY, I AUTHORIZE YOU TO NOTIFY:	
Work Phone ()	Home Phone ()