# INDIGENOUS LANDSCAPING, INC.
# APPLICATION FOR EMPLOYMENT

***PERSONAL INFORMATION*** Complete ***all*** applicable information

| | | | |
|---|---|---|---|
| Name (Full - Last, First, MI) | | | |
| Position(s) applied for: | | Are you willing to work: ___ Full-Time ___ Part-Time ___ Temporary ___ Weekends ___ Evenings ___ Nights | |
| Street Address: | City | State | Zip |
| Home Phone:<br><br>Cell Phone: | Email: | Have you previously been employed by our company under your current or any other name?<br>___ Yes ___ No Name? | |
| Are you legally authorized to work in the United States? ___ Yes ___ No<br>Are you at least 18 years of age? ___Yes ___No | | When could you start employment? | |
| Have you ever been convicted of a crime? _____No; _____Yes; please explain: | | | |

***EMPLOYMENT HISTORY (List below last three employers, starting with the most recent one first)***

| | | | |
|---|---|---|---|
| Present or Last Position | Name of Company | From Mo/Yr | To Mo/Yr |
| Street Address: | City | State | Zip |
| Duties: | Reason for Leaving: | | |
| Starting Annual Salary | Final Annual Salary | Bonus | Commission | May we contact your supervisor? |
| Name of Supervisor | Title and Department of Supervisor | Phone Number of Supervisor | |
| Next Previous Position | Name of Company | From Mo/Yr | To Mo/Yr |
| Street Address | City | State | Zip |
| Duties: | Reason for Leaving: | | |
| Starting Annual Salary | Final Annual Salary | Bonus | Commission |
| Name of Supervisor | Title and Department of Supervisor | Phone Number of Supervisor | |
| Next Previous Position | Name of Company | From Mo/Yr | To Mo/Yr |
| Street Address | City | State | Zip |
| Duties: | Reason for Leaving: | | |
| Starting Annual Salary | Final Annual Salary | Bonus | Commission |
| Name of Supervisor | Title and Department of Supervisor | Phone Number of Supervisor | |

***EDUCATION INFORMATION***

| | | | | | | |
|---|---|---|---|---|---|---|
| High School or GED | Address | City | State | Degree | Subjects Studied | |
| College | Address | City | State | Degree | Major | GPA |
| College | Address | City | State | Degree | Major | GPA |
| Graduate School | Address | City | State | Degree | Major | GPA |
| Other | Address | City | State | Degree | Major | GPA |

## *GENERAL*

Additional Space (if needed):

Do you have a valid driver's license? Yes ___ No ___
What specific landscape construction, retaining wall, segmental paving experience do you have? Or training have you received?

| | |
|---|---|
| If applying for a general office position:<br>Do you have computer skills? __ Yes __ No<br>Words/Minute: | If applying for a general office position:<br>Accounts Receivable skills __ Yes __ No<br>Accounts Payable skills __ Yes __ No |

In what computer software programs are you **proficient**? [Name the package(s).]

## *PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY*

In consideration of my employment, I agree to conform to the policies and procedures of Indigenous Landscaping, Inc.. I understand that in accepting this application, Indigenous Landscaping, Inc. is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed, I understand that I am employed at will and that my employment and compensation can be terminated with or without cause, and with or without notice at any time.

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any falsified statements on this application or omission of fact on either this application or during the pre-employment process will result in my application being rejected, or, if I am hired, in my employment being terminated.

Indigenous Landscaping, Inc. will consider this application active for 60 days after receipt or until the position for which the application is submitted is filled, whichever occurs last. Thereafter, I must reapply if I remain interested in employment with Indigenous Landscaping, Inc.

Any offer of employment I may receive from Indigenous Landscaping, Inc. is contingent upon my successful completion of the Company's total pre-employment screening process, including the Company's receiving references that it considers satisfactory, and my satisfactory completion of any post-job offer pre-employment physical examination that the Company may require.

I understand that as a condition of employment I may be required to undergo and successfully pass a screening for drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening in accordance with Indigenous Landscaping, Inc.'s Drug Free Workplace Policy.

In processing my application for employment, the Company may verify all of the information provided by me. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment. I hereby release them from any and all liability for damages arising from furnishing the requested information.

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|---|---|
| Date | Signature |