

APPLICATION FOR EMPLOYMENT

ROOSEVELT TRAIL NURSERY & GARDEN CENTER

L. J. GAGNE LANDSCAPING

POSITION DESIRED

Position Applied For _____ Salaried Desired _____

Date you can start work _____ Full time Part time

Have you ever applied or been previously employed with us before? Yes No

Are you currently employed? Yes No

PERSONAL INFORMATION

Name _____ Social Security Number _____
Last Name First Name Middle

Current Address _____
Number Street Apt

City _____ State _____ ZIP _____

Home Phone _____ Alternate Phone/email: _____

Are you 18 years of age or older? Yes No If no, you will be requested to submit state required work/age certificates.

Are you legally eligible to work in the US? Yes No By law, Proof of Eligibility documents must be provided at the time of hire.

Have you ever been convicted of a felony, or plead nolo contendere (no contest) to a felony, or plead guilty to a felony or been found guilty of a felony? Yes No If yes, please describe in full, including dates:

EDUCATION

	Name /Location of School	Did you graduate?	Degree Awarded	Subjects Studied/ Major Courses
High School			---	
College/Vocational				
Graduate studies				
Other Formal Education				

SPECIAL / TECHNICAL SKILLS

Computer Software/Hardware _____ Office Equipment _____

Carpentry _____ Small Equipment _____

Heavy Construction Equipment _____ Other _____

REFERENCES

Please provide the names of two references from your professional or academic life:

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

Please provide the name of a person, not relative, who has known you 5 years or more:

Name _____ Phone _____

Address _____

EMPLOYMENT HISTORY

List your current or most recent employer first. Please complete all information requested including military service and/or any periods of self-employment.

PRESENT OR LAST EMPLOYER

Company _____

Address _____

Phone Number _____ Dates Employed: From _____ To _____
mm/dd/yyyy mm/dd/yyyy

Last position held: _____ Last Salary: _____

Last Supervisor's Name _____

Reason for Leaving (be as specific as possible) _____

EMPLOYER

Company _____

Address _____

Phone Number _____ Dates Employed: From _____ To _____
mm/dd/yyyy mm/dd/yyyy

Last position held: _____ Last Salary: _____

Last Supervisor's Name _____

Reason for Leaving (be as specific as possible) _____

EMPLOYER

Company _____

Address _____

Phone Number _____ Dates Employed: From _____ To _____
mm/dd/yyyy mm/dd/yyyy

Last position held: _____ Last Salary: _____

Last Supervisor's Name _____

Reason for Leaving (be as specific as possible) _____

By my signature below, I certify that the information provided in this employment application (and accompanying resume or documentation, if any) is true and complete, and I understand that any false or misleading information or omissions may disqualify me from further consideration for employment and may lead to my immediate discharge from employment if discovered at a later date. I agree to immediately notify the employer if I should be convicted of a felony while my application is pending or during my period of employment if hired.

I understand that the company may investigate my work and personal history and verify all data given on this application, on related papers, and in interviews.

I understand that this application does not create a contract of employment. I understand that, if hired, I am obliged to comply with any and all current and subsequently adopted policies. I understand and agree that, if hired, my employment is for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time for any reason, with or without notice. I understand that no person other than the President is authorized to change any terms mentioned in this application.

Applicant Signature: _____ Date: _____

ROOSEVELT TRAIL NURSERY & GARDEN CENTER
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Phone 893-2757
Fax 893-1528
www.rooseveltrailgardencenter.com

Background Check Policy

Roosevelt Trail Nursery & Garden Center carefully selects quality employees. Background checks help to ensure that new employees have the skills for the job and have performed well in the past.

Roosevelt Trail Nursery & Garden Center conducts background checks on all job candidates. A third-party administrator may be used to conduct the background checks, and all background checks will be compliant with applicable laws, such as the Fair Credit Reporting Act.

The information that may be collected includes, but is not limited to:

- Criminal background
- Employment history
- Education
- Credit
- Professional and personal references
- Driver's License Records

Checking professional and personal references is an important part of the background check process. This provides the company with information on the potential employee's work ethic, skills and performance. A check of your Driver's record is necessary to determine your insurability while driving Company vehicles.

Information obtained in this process, including information from professional and personal references, will be used by the company only as part of the employment process and will be kept confidential.

Consent to Reference, Background and Driver's Record Checks

I, _____, have received, read, understand
(Printed Name)

and agree to the above Background Check Policy in its entirety. If I had questions regarding the policy, I have asked and received explanations, eliminating any confusion I may have had. I have also been advised that any future questions can be directed to the President of the Company, Leonell J. Gagne.

I hereby authorize Roosevelt Trail Nursery & Garden Center, Inc. to conduct any and all reference, background and driver's records checks it desires that are listed under the terms of the Background Check Policy, and with this I authorize the Company to speak with my acquaintances, personal and professional, to gather information about me.

I authorize all former employers and references to provide any information about me to the Company, and release them of all liabilities and damages of all kinds for providing this information. I authorize the Company to verify the accuracy of all information that I have provided, and also release my educational transcripts to the Company for education verification purposes.

I understand and agree that the results of my reference, background and driver's record check may affect the employment decisions of Roosevelt Trail Nursery & Garden Center, Inc. and I hereby release Roosevelt Trail Nursery & Garden Center, Inc. from any and all claims which may result from these checks.

I also understand that the Background Check Policy is subject to change without notice, in order to maintain compliance with government and industry standards, and Company policy.

Applicant Signature

Applicant Printed Name

Applicant Social Security Number

Applicant Driver's License Number and Issuing State