



Timberline Landscaping, Inc. Employment Application

Please Note: Print clearly. Incomplete applications will not be considered. If question doesn't apply, indicate with "N/A".
An Equal Opportunity Employer

PERSONAL INFORMATION

Position Applied For: _____ Today's Date: _____

Name: _____

Last First Middle

Home Phone: _____ Cell Phone: _____ E-mail address: _____

Current Address: _____

Street City State Zip Code

Previous Address: _____

Street City State Zip Code

If selected for employment, are you willing to submit to a pre-employment drug screening test? YES NO

Are you over 18 years of age? YES NO

Are you legally eligible for employment in the U.S. ? YES NO

(If offered employment, you will be required to provide documentation to verify eligibility.)

Date Available for Work: _____

GENERAL BACKGROUND INFORMATION

Some positions require the successful candidate to have a valid state driver's license, proof will be required after hire.
Do you have a valid driver's license? YES NO

Have you had any moving violations within the last seven years? YES NO If yes, please explain below:

Have you ever been convicted of a felony, or a misdemeanor? Yes No If yes, please describe in the boxes below.
(Exclude convictions that have been sealed, expunged or legally eradicated, and misdemeanor convictions for which probation was completed and the case was dismissed). Timberline Landscaping will not deny employment to any applicant solely because the person has been convicted of a crime. The company however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

Incident	City	State	Charge

EDUCATION / TRAINING

Please select highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+

Name	City	State	Graduated	Degree Type
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College and/or Vocational School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Training or Certifications:			<input type="checkbox"/> Yes <input type="checkbox"/> No	

PROFESSIONAL LICENSE OR MEMBERSHIP:

Please list any skills, licenses, or certificates that may be job related or that you feel would be of value to this position and/or Timberline:

You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origins, ancestry, age, disability, marital status, veteran status or any other protected status.

EMPLOYMENT HISTORY (List below your last three employers):

<u>MOST RECENT EMPLOYER</u>	Are you currently working for this employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Phone: _____
	If yes, may we contact the employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Company Name	City	State
From: _____ To: _____		
Dates Employed	Job Title	Supervisor Name
Duties		
\$ _____ Per: _____	Reason for leaving	

<u>SECOND MOST RECENT EMPLOYER</u>	Phone: _____	
Company Name	City	State
From: _____ To: _____		
Dates Employed	Job Title	Supervisor Name
Duties		
\$ _____ Per: _____	Reason for leaving	

<u>THIRD MOST RECENT EMPLOYER</u>	Phone: _____	
Company Name	City	State
From: _____ To: _____		
Dates Employed	Job Title	Supervisor Name
Duties		
\$ _____ Per: _____	Reason for leaving	

PLEASE READ CAREFULLY BEFORE SIGNING AND SUBMITTING APPLICATION

Timberline Landscaping, Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants based on race, color, creed, religion, ancestry, age, marital status, national origin, disability or handicap, or veteran status.

I certify that all the information submitted by me on this application is true and complete to the best of my knowledge. I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Timberline Landscaping to hire me. If I am hired, I understand that either Timberline Landscaping or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Timberline Landscaping has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Timberline Landscaping true and complete information on this application. No requested information has been concealed. I authorize Timberline Landscaping to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Applicant Signature: _____	Date: _____
-----------------------------------	--------------------



PRE-EMPLOYMENT REFERENCE CHECK FORM

REFERENCES: PLEASE PROVIDE THE NAMES AND CONTACT INFORMATION OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

This section to be completed by Applicant

Applicant Name Print: _____

Position Applying For: _____

Reference Name/Position: _____ Phone: _____ Email Address: _____

Reference Name/Position: _____ Phone: _____ Email Address: _____

Reference Name/Position: _____ Phone: _____ Email Address: _____

Your signature on this document acknowledges that you have applied for employment with Timberline Landscaping, Inc. and authorizes Timberline Landscaping to contact prior employers, other references that you have provided and references developed as part of the selection process.

Signature of Applicant _____

Date _____

This section to be completed by Hiring Personnel – Attach separate page for additional comments

Reference Check completed by: _____

Reference Name: _____ Company: _____ Phone#: _____ Date contacted: _____

How long have you known the applicant? _____

Where did you work together? _____

What were applicant's job duties? _____

Describe applicant's overall performance: _____

If given the opportunity, would you work with applicant again? _____

Reference Name: _____ Company: _____ Phone#: _____ Date contacted: _____

How long have you known the applicant? _____

Where did you work together? _____

What were applicant's job duties? _____

Describe applicant's overall performance: _____

If given the opportunity, would you work with applicant again? _____

Reference Name: _____ Company: _____ Phone#: _____ Date contacted: _____

How long have you known the applicant? _____

Where did you work together? _____

What were applicant's job duties? _____

Describe applicant's overall performance: _____

If given the opportunity, would you work with applicant again? _____



Timberline Landscaping, Inc. Pre-Interview Questionnaire

1. What about Timberline Landscaping and this job opportunity is exciting to you?

2. What personally motivates you to put forth your greatest effort?

3. We all have an area we can improve upon. What opportunity for improvement are you currently working on, either on the job, in school, or personally?

4. Describe a situation where you had to go above and beyond to accomplish a task or get the job done?

5. What career goal(s) have you set for yourself in the next 5 years? How does this position fit in with your long-term goals?

6. Given the investment our company will make in hiring and training you, what reason(s) should we hire you over other applicants?



Timberline Landscaping, Inc. Referral Source

This section to be completed by Applicant

How did you hear about this position?

- Internet/Web: Facebook Company Website Indeed Craigslist
 Employment Agency Community Agency/Workforce Center
 College Other job board
 Timberline Landscaping Employee Job Fair

If referral was a Timberline Employee, please provide the name of the referring employee?

Name: _____

This section to be completed by referring Timberline Employee

How long have you known the applicant? _____

Why do you think this applicant is a good fit for Timberline Landscaping?

Please provide applicant's strengths and weaknesses (three for each).

Provide a brief description of the applicant's work performance and accountability.

X

X

Timberline Employee Signature/Position

Date completed

To be completed by HR:

Candidate Hired: YES NO