

APPLICATION FOR EMPLOYMENT

Pre-employment Questionnaire
Equal Opportunity Employer

Date: _____

Personal Information

Name	Social Security No.
Present Address	
Phone	Referred By:

Employment Desired

Position	Date you can start	Salary Desired
Are you employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we inquire of your previous employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Education

School Name	Location	Years Attended	Did you Graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or other school				

General

Subjects of special study/research work or special training/skills	
US Military or Naval Service	Rank

Former Employers (Last one first)

Date Month & Year	Employer Name, Address & Phone No.	Salary	Position	Reason for leaving
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				

References

Give the names of 3 persons not related to you whom you have known at least one year.

Name	Address & Phone No.	Business and/or How they know you	Years Known
1.			
2.			
3.			

Authorization:

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal.

I authorize the investigation of all statements contained herein and the references and employers listed above may give you any and all information regarding my previous employment and any pertinent information they may have, personal or otherwise and release the company from all liability for any damage that may result from utilization of such information.

In consideration of my employment I agree to conform to the employment policies of Heartwood Landscaping and Tree Services, Inc. I agree my employment is “at will” and not for any specific duration, and that I may resign or be terminated at any time without advance notice or cause or the need of me or the Company to follow any particular procedure. I also agree that my employment is not subject to any express, implied, or oral contract or promise and the Company’s handbook (if any) and personnel-related documents as they now exist or may be issued or revised in the future, are not to be regarded as such by me. I further agree that no supervisor or manager of Heartwood Landscaping and Tree Services, Inc. has any authority to make any oral or written promise or agreement inconsistent with the foregoing, other than the President of the Company, in writing, signed by him or her.

Employee’s Signature

Employee’s Printed Name

Date Signed

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____

Date: _____

REMARKS:

Neatness		Character		
Personality		Ability		
Hired: Yes	For Dept.	Position	Start Date	Wages
No				