



Bear Lake Landscape, Inc and Garden Center

60 South 300 West

P.O. Box 244

Garden City, Utah 84028

Phone: (435) 946.8244 Fax: (435) 946.5004

APPLICATION FOR EMPLOYMENT

We Are an Equal Opportunity Employer

We recruit, hire, and promote without discrimination due to race, color, gender, national origin, ancestry, marital status, age, or disability.

Instructions: Please type or print clearly all required information in ink. If you need additional space for any of the following questions, attach an additional sheet or use the section marked "Additional Information" on page 3 of this application. Information not included on this application, or submitted resume, will not be assumed. All sections must be completed thoroughly.

Employment Desired

Position applying for: _____ Date: _____

Type of employment seeking: Full-Time Part-Time Temporary/Seasonal Hours per week _____

Overtime: Yes No Days: Yes No Weekends: Yes No

Evenings: Yes No Nights: Yes No Holidays: Yes No

Date you could begin employment: _____

Have you ever been employed by Bear Lake Landscape, Inc or Needles 'N' Leaves? Yes No Position _____ Date _____

Personal Information

Name: Last _____ First _____ Middle _____

Address _____ City _____ State _____ Zip _____

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Social Security Number _____ Telephone Number _____ Alternate Telephone Number _____

Do you have a legal right to work in the United States: Yes No (Proof of citizenship or immigration status will be required upon employment)

List any relatives who are currently employed by Bear Lake Landscape, Inc and Garden Center.

Name _____ Relationship _____ Division _____

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

Do you have a commercial license? Yes No State _____ Endorsements/Class _____

Has your license been suspended or revoked in the last two years? Yes No

If yes, explain in detail the violation, date, and state in which the violation occurred: _____

Have you ever been convicted of any crime other than a minor traffic violation? Yes No

If yes, explain _____

Employment History

Please list your job history for the past ten years or your last three employers starting with your current or most recent employment. Please note any periods which you were not employed in the section marked "Additional Information" on the following page. If you need additional space, please continue on a separate sheet of paper. You may exclude information which would indicate your race, color, religion, gender, national origin, disability, age, or any other protected status.

1. Employer _____

Address _____

State, Zip _____

Position Title _____

Status: Full Time Part Time Other

Dates Employed From: _____

To: _____

Last wage/salary _____

Immediate supervisor:

Name _____

Title _____

Day phone _____

May we contact this person? Yes No

Describe the principle duties or responsibilities:

Reason for leaving

2. Employer _____

Address _____

State, Zip _____

Position Title _____

Status: Full Time Part Time Other

Dates Employed From: _____

To: _____

Last wage/salary _____

Immediate supervisor:

Name _____

Title _____

Day phone _____

May we contact this person? Yes No

Describe the principle duties or responsibilities:

Reason for leaving

3. Employer _____

Address _____

State, Zip _____

Position Title _____

Status: Full Time Part Time Other

Dates Employed From: _____

To: _____

Last wage/salary _____

Immediate supervisor:

Name _____

Title _____

Day phone _____

May we contact this person? Yes No

Describe the principle duties or responsibilities:

Reason for leaving

Education

You may exclude information which would indicate your race, religion, gender, national origin, disability, age, or any other protected status.

High School (name and city): _____

Did you graduate? Yes No If no, do you have a high school GED or equivalent? Yes No

College or other schooling:	Location (city, state)	Did you graduate?	Diploma or Degree	Course of Study	Minor (s)

Describe any specialized training, apprenticeships, skills, or extra-curricular activities relevant to this position:

Describe any honors you have received: _____

Indicate any foreign languages you can speak, read, and/or write:

	Fluent	Good	Fair
Speak			
Read			
Write			

Licenses/Certifications

Please list any professional licenses or certifications that are relevant to the position for which you applying, ex: CPR, Lifesaving, Commercial Driver's License, Pesticide License, etc.: _____

Special Skills

Summarize special job-related skills and qualifications acquired from employment or other experience. Include computer related experience, machinery, equipment, other skills, etc.: _____

Additional Information

Please include any additional information that you think would be applicable, ex: professional, trade, business, or civic activities, additional employment, and explanations of any gaps in employment. _____

References

Please give the name, address, and day-time phone number of three references who are not related to you and are not previous employers.

Name _____ Address _____ Day Phone _____

Name _____ Address _____ Day Phone _____

Name _____ Address _____ Day Phone _____

Applicant's Certification and Agreement

It is very important that you read this section carefully and that you fully understand it before you sign it. This section affects your legal rights. If you have any questions, please ask a Bear Lake Landscape, Inc. and Garden Center representative before you sign this application.

- Initial _____ In exchange for Bear Lake Landscape, Inc. and Garden Center consideration of this employment application:
1. I promise that all information I have supplied in this application and any other form, oral or written, is true and accurate., and I agree that any misstated, misleading, incomplete, or false information is grounds for rejection, refusal to hire, withdrawal of an offer of employment, or immediate discharge without recourse, whenever and however discovered. I make this promise because I understand that you will rely on my statements to you in making your decision whether to hire me.
 2. I understand and agree that Bear Lake Landscape, Inc. and Garden Center , any agent acting on their behalf, as well as any other person responding to a reference request to this application, can and will seek and/or disclose any and all information about me which said corporation, agent, or person may have. I specifically authorize said disclosure and agree to hold all such corporations, agents, or person harmless for same. That is, I will not file a lawsuit, claim, or charge against them for such disclosure. Nor will I threaten same or otherwise seek any kind of compensation for such disclosure.
 3. I understand and agree with the fact that Bear Lake Landscape, Inc. and Garden Center maintains a drug-free workplace, that maintenance of same is essential to the safety of the workplace and employees, and that I may be required to undergo a pre-employment drug and/or alcohol screening and testing, and/or practical exercises designed to ascertain my suitability for employment and/or the job(s) for which I am being considered. I also understand and agree that I may be subject to such testing during the course of my employment, and I specifically agree not to oppose in any fashion such pre-hire or post-hire testing. I understand that, subject to applicable law, Bear Lake Landscape, Inc. and Garden Center shall be the sole judge of the acceptability of any test results.
 4. I acknowledge that I have been advised that Bear Lake Landscape, Inc. and Garden Center is an Equal Opportunity Employer, that Bear Lake Landscape, Inc and Garden Center does not discriminate against persons who are physically or mentally disabled, and that bear Lake Landscape, Inc. and Garden Center administers its employment policies in a nondiscriminatory manner.
 5. I understand that I have an opportunity to review a copy of Bear Lake Landscape, Inc. and Garden Center's Employee Handbook, and that if I so desire, I can review the handbook before I submit this employment application. I agree to abide by the terms and conditions of all Bear Lake Landscape, In. and Garden Center rules and regulations. I also understand that personnel policies, programs, and procedures may of necessity change from time to time without prior notification.
 6. I understand and agree that if hired, my employment will be at will, and that I or Bear Lake Landscape, Inc. and Garden Center can terminate this employment relationship at any time, with or without notice, for any reason, good or bad, without recourse by either of us. I also understand that if I am hired, Bear Lake Landscape, Inc and Garden Center has a three month "Introductory Period" during which time I am expected to determine as quickly as possible whether I wish to continue working for Bear Lake Landscape, Inc. and Garden Center. Nothing about this "Introductory Period" or its completion changes the fact that, if hired, my employment will be at will. I also understand that no one at Bear Lake Landscape, Inc and Garden Center or client, has authority to alter any of the terms and conditions of this application or Bear lake Landscape, Inc and Garden Center employment policies, except those specified in the Bear Lake Landscape, Inc and Garden Center Employee Handbook.
 7. I understand and agree that work schedules and requirements vary and can be unpredictable, and that while Bear lake Landscape, Inc and garden Center will make reasonable efforts to accommodate work schedules and employee availability, I may be required to work overtime, weekends, different shifts, or other arrangements. I consent to these requirements as necessary and legitimate conditions of employment.
 8. I understand that this application will be kept on file for a period of 12 months after which the application will be destroyed. However, If I am employed, this application will become a part of my permanent record. I also understand that Bear Lake Landscape, Inc and Garden Center only accepts applications an/or resumes for vacant positions.
 9. I have read or have had this application read to me, and I understand everything on this application.

Applicant

Printed Name: _____

Signature: _____

Date _____

Witness (required)

Printed Name: _____

Signature: _____

Date _____

"Witness" can be anyone over the age of 18 other than yourself.