

# Pre-employment Application

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. All qualified applicants will receive consideration without discrimination because of race, color, religion, gender, national origin, disability, veteran status, age, height, weight or marital status.

## Notice: Drug Testing

It is the policy of Preferred Lawn Service to maintain a work place that is free from the effects of both legal and illegal drug and/or alcohol abuse. The company may conduct drug testing of job applicants. Should you be considered for employment by this company, you may be contacted regarding time and location of the pre-employment drug test. Refusal to take the drug test or failing the drug test will disqualify you from further consideration for a job position.

Date: \_\_\_\_\_ Social Security # \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

If under 18 years of age, please state age. \_\_\_\_\_ Can you provide a work permit? Yes/No

For which position are you applying? \_\_\_\_\_ Pay desired. \_\_\_\_\_

Date available to start. \_\_\_\_\_ Which do you prefer? \_\_\_ Full time \_\_\_ Part-time \_\_\_ Temporary

If hired, can you provide the documents required to prove that you are legally able to work in the U.S.? Y/N

Have you ever been convicted of a crime or are there felony charges pending against you? Yes/ No If yes, please state date, place and nature of conviction ( a conviction does not constitute an automatic bar to employment)

\_\_\_\_\_  
\_\_\_\_\_

The job you are applying for requires driving, please complete the next 4 questions.

Do you possess a valid Kansas Driver's License? Yes/No

Can you provide valid proof of auto insurance? Yes/No

Driver's License # \_\_\_\_\_

Please state your date of birth \_\_\_\_\_

## Education

Please circle the highest grade completed. 7 8 9 10 11 12 12+

High School Attended \_\_\_\_\_ Did you graduate? Yes/No

College Attended \_\_\_\_\_ Years Completed 1 2 3 4 4+ Degree / Certificate

Other school attended \_\_\_\_\_

Area(s) of study \_\_\_\_\_

## Past Employment Information

*\* 2 most recent employers*

Company name: \_\_\_\_\_

Address and phone # \_\_\_\_\_

Dates: From \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_

Position/Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company name: \_\_\_\_\_

Address and phone # \_\_\_\_\_

Dates: From \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_

Position/Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Reason for leaving \_\_\_\_\_

- I certify that the information contained on this application is correct to the best of my knowledge and understand that deliberate falsification of the information is grounds for dismissal. I authorize Preferred Lawn Service and/or its agents, including consumer reporting bureaus, to verify any of this information including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said person from any liability for damage whatsoever for issuing this information. I also acknowledge that if employed, my employment will be "AT WILL".*

Signature \_\_\_\_\_ Date: \_\_\_\_\_