



"...making landscaping dreams a reality."

## EMPLOYMENT APPLICATION (Confidential)

Please return this application to:

Mark's Lawn Care

5691 Manheim Rd. Waynesboro, Pa 17268

717-860-8849

Application for position of \_\_\_\_\_ Date: \_\_\_\_\_

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

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

**The job description of the position for which you are applying should be thoroughly read and understood before any employment agreement is reached. Note: Hourly staff are hired for a specific job or purpose and are paid an agreed-upon hourly wage for hours worked. Hourly staff may be part-time or fulltime depending on the arrangements agreed upon when hired.**

**To You, the Applicant: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS SECTION:** The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex, national origin; discrimination on the basis of age with respect to individuals who are at least 40, but less than 65, years of age; and discrimination against the physically handicapped. Mark's Lawn Care does not discriminate on the basis of race, color, national origin, gender, or age.

How long have you lived at your present address? (years) \_\_\_\_\_ (months) \_\_\_\_\_

Previous address: \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

How long did you live there? (years) \_\_\_\_\_ (months) \_\_\_\_\_

Have you ever been convicted of a crime in the past ten years, excluding misdemeanors & summary offenses. \_\_\_\_\_

If YES, describe in full. \_\_\_\_\_  
\_\_\_\_\_

Do you currently have a valid driver's license? \_\_\_\_\_ In what state? \_\_\_\_\_

Does your driving record include any accidents in the last five years? \_\_\_\_\_ If so, how many? \_\_\_\_\_

Gender: Male \_\_\_\_ Female \_\_\_\_ Country of Citizenship: \_\_\_\_\_

(Including a recent picture of yourself would be appreciated.)

Can you perform the functions of this job with or without reasonable accommodation? \_\_\_\_\_

What reasonable accommodations would be necessary? \_\_\_\_\_

Can you meet the attendance requirements of this job? \_\_\_\_\_

If you were chosen for this position, on what date could you be available? \_\_\_\_\_

What expectation for rate of pay do you have? \_\_\_\_\_

List any friends or relatives working for us. \_\_\_\_\_

Please explain briefly why you would like to work at Mark's Lawn Care in this position.

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What specific experiences, skills, or qualifications do you have that would especially fit you for work with us?

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### RECORD OF EDUCATION

School	Name & City of School	Course of Study	Last Year Completed	Did You Graduate? Yes or No.	List Diploma or Degree.
High School					
College					
Other					

### REFERENCES

Name and Position	Address	Phone # & E-mail

### LIST YOUR EMPLOYMENT HISTORY, BEGINNING WITH YOUR MOST RECENT JOB.

Name & Address of Organization & Type of Business	From		To		Describe Your Assignment	Reason for Leaving	Name of Supervisor
	M	Y	M	Y			

Phone: E-mail:							
Name & Address of Organization & Type of Business	From		To		Describe Your Assignment	Reason for Leaving	Name of Supervisor
	M	Y	M	Y			
Phone: E-mail:							
Name & Address of Organization & Type of Business	From		To		Describe Your Assignment	Reason for Leaving	Name of Supervisor
	M	Y	M	Y			
Phone: E-mail:							
Name & Address of Organization & Type of Business	From		To		Describe Your Assignment	Reason for Leaving	Name of Supervisor
	M	Y	M	Y			
Phone: E-mail:							
Name & Address of Organization & Type of Business	From		To		Describe Your Assignment	Reason for Leaving	Name of Supervisor
	M	Y	M	Y			
Phone: E-mail:							
Name & Address of Organization & Type of Business	From		To		Describe Your Assignment	Reason for Leaving	Name of Supervisor
	M	Y	M	Y			
Phone: E-mail:							

**Applicant Confirmations:**

The facts set forth in this application are true and accurate. You have my permission to contact my references and previous employers. I understand that, if employed, false statements on this application shall be considered sufficient cause for dismissal.

**My signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I give Mark's Lawn Care permission to contact my references. I understand that by signing below I am waiving the right to see responses from those references.

**My signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_