

Willow Tree Landscaping, Inc.

608 Bagwell Road, Piedmont, SC 29673
864-859-2888

APPLICATION FOR EMPLOYMENT

Revised December 2013

Date of Application: _____

Name _____
First Middle Last

Address _____
Number/Street City State Zip

Telephone () _____ Social Security Number ____ - ____ - ____
Date of Birth ____ - ____ - ____ Driver's License **State & Number** _____
Month Day Year

Are you able to be gone during the week for out of town jobs? No _____ Yes _____
Did you complete high school or the equivalent? No _____ Yes _____ Where _____

List other schooling: SCHOOL/CITY, STATE/YEARS/LEVEL OF COMPLETION

List previous places of employment, beginning with most RECENT jobs. Contact information for previous employment must be included. Former employers may be contacted.

Company: _____ Dates Employed: _____
Address: _____ Position: _____
_____ Phone: _____ Supervisor Name: _____

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Address: _____ Position: _____
_____ Phone: _____ Supervisor Name: _____

Company: _____ Dates Employed: _____
Address: _____ Position: _____
_____ Phone: _____ Supervisor Name: _____

List references which you have a relationship for *more than 2 years* – NO FAMILY:

Name: _____
State how you know person listed as reference: _____
Daytime Phone #: _____ Years Known: _____

Name: _____
State how you know person listed as reference: _____
Daytime Phone #: _____ Years Known: _____

Emergency Contact Information:

Name _____ Phone _____ Phone _____
Relation to you _____

Name _____ Phone _____ Phone _____
Relation to you _____

Use of Company Vehicle Policy:

- 1- Company owned vehicles will be used for business purposes only. ***There will be no personal use of company vehicles, unless prior approval is given by owner.***
- 2- No person without a valid driver's license will be allowed to operate a road vehicle at any time.
- 3- The person or persons assigned to a company vehicle are responsible for keeping the assigned vehicle in safe, operating condition at all times. If any repairs or maintenance needs to be done, the employee is responsible to report this immediately to the employer.
- 4- The presence or use of alcoholic beverage, drugs (in any form), or any type of medication that would impair your driving ability, is strictly prohibited. Use of these substances will be cause for immediate dismissal of employee.
- 5- No person with any known medical disorder (such as black-outs, epilepsy, etc.) will be allowed to drive a company vehicle, under any circumstance.

I verify that the information contained in this application is accurate and complete. I understand that if I have given any false or incomplete information, I may be disqualified from employment with Willow Tree Landscaping, Inc. and that if I am hired I may be terminated immediately upon the discovery of the false or incomplete information, regardless of how much time has passed between the date of my hire and the discovery of these misrepresentations. Also, I have read and understand the Use of Company Vehicle Policy. Should I be given the privilege and responsibility to drive a company vehicle, I will adhere to the above policy.

Signature _____ Printed Name _____
Date _____ Date Available for Work _____

Submit a resume, if you have one prepared.