



**EMPLOYMENT APPLICANT'S RELEASE  
OF EMPLOYMENT RECORDS**

**Very Important!**

Please read the following to insure that you are able to meet the eligibility requirements before you complete the application. If you do not meet the following qualifications / policies please do not continue to fill out the application.

We are a tobacco free environment. There is no smoking / chewing in our facility, in our vehicles, or on our customer's property. There is no smoking from the time you clock in until the time you clock out (including breaks and lunch. This could be up to 12 hours per day that you must go without smoking.

- You must have a valid driver's license. If you have received a DUI within the last 48 months this will also disqualify you from being employed at Reinhart Grounds Maintenance, Inc or Weed Man.
- No felony convictions of any type within the last 5 years. Note: Some types of felony convictions will disqualify you for employment regardless of how long ago the offense took place. Any convictions over 5 years old will be considered on a case by case basis.
- Reinhart Grounds Maintenance, Inc and Weed Man drug tests all employees prior to starting work. If you fail the drug test you will not be eligible for employment.

I, \_\_\_\_\_, hereby authorize Reinhart Grounds Maintenance, Inc. and Weed Man to investigate all facts contained in my application for employment with said company, and authorize the release of any and all information by my present and past employers, wherever located, which may be required for a reference check. I further authorize all of my previous employers and current employer to give any and all information concerning my employment and any other pertinent information which said employers may have, personal or otherwise, and I release all parties from all liabilities for any damages which may result from the furnishing of said information.

Agree

Disagree

Reinhart Grounds Maintenance, Inc and Weed Man comply with the law regarding reasonable accommodation for disabled associates. Applicants requiring reasonable accommodation in order to participate in the interview process are requested to contact the Director of Human Resources in order to arrange such accommodation. We are an equal opportunity employer and always employ qualified individuals based upon job related qualifications regardless of race, religion, color, sex, national origin, age, disability, or any other classification proscribed under applicable federal, state or local law.

# **APPLICATION FOR EMPLOYMENT**

**Please print plainly or type.** Supplemental material may be attached to this form if you wish to submit additional information. You must fully and accurately complete this application for employment. Incomplete applications will not be considered. Applications will remain active for 90 days. After that date you must reapply.

## **PERSONAL DATA:**

NAME \_\_\_\_\_  
Last First Middle

PREVIOUS /MAIDEN NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City County State Zip

EMAIL ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

Please check the appropriate response.

1. Are you 18 years of age or older? \_\_\_\_ Yes \_\_\_\_ No

2. Do you have the legal right to work in this country? \_\_\_\_ Yes \_\_\_\_ No

(Proof of citizenship or immigration status will be required upon employment.)

4. Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain, including dates:

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## **POSITION APPLYING FOR:**

Position applying for: \_\_\_\_\_

Availability:  Full-time  Temporary  Part-time (days and hours): \_\_\_\_\_

Date available to begin employment: \_\_\_\_\_

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## **DRIVING RECORD INFORMATION:**

Can you drive a manual transmission?  Yes  No

Do you have a commercial drivers licenses?  Yes  No

Classification of Licenses: \_\_\_\_\_

Have you ever been convicted of driving under the influence of alcohol?  Yes  No

If yes, how many times have you been convicted of this offence? \_\_\_\_\_

What year were you convicted of the DUI \_\_\_\_\_

How many moving violations have you received in the past 2 years? \_\_\_\_\_

**EDUCATION:**

Copies of transcripts should be attached to this application for positions which require specific academic credentials.

ELEMENTARY-SECONDARY: Highest Grade Completed \_\_\_\_ Diploma \_\_\_\_ Certificate \_\_\_\_ G.E.D. \_\_\_\_

Name of School \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_

HIGHER EDUCATION: Start with present or most recent and work back, including vocational/trade/technical education.

1. \_\_\_\_\_ Graduate:  Yes  No  
Institution

Address Degree/Certificate/Diploma Field of Study

2. \_\_\_\_\_ Graduate:  Yes  No  
Institution

Address Degree/Certificate/Diploma Field of Study

3. \_\_\_\_\_ Graduate:  Yes  No  
Institution

Address Degree/Certificate/Diploma Field of Study

REGISTRATION/CERTIFICATION/LICENSURE, etc. \_\_\_\_\_

Are you a Certified Landscape Professional (CLP)  Yes  No

**ACTIVITIES/AWARDS:**

List any work related memberships in trade, business, school activities etc. You may include or exclude memberships which would reveal race, religion, national origin, age, ancestry, disability, or other protected status.

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

**SKILLS INVENTORY:** Select all that apply.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> lawn maintenance               | <input type="checkbox"/> landscape installation             | <input type="checkbox"/> retaining wall installation        |
| <input type="checkbox"/> flower planting                | <input type="checkbox"/> tree & Shrub ID                    | <input type="checkbox"/> fertilizer/weed control (licensed) |
| <input type="checkbox"/> irrigation control experience  | <input type="checkbox"/> irrigation installation experience | <input type="checkbox"/> mechanical bush trimming           |
| <input type="checkbox"/> tree & shrub (licensed)        | <input type="checkbox"/> chain saw operation                | <input type="checkbox"/> brush chipper operation            |
| <input type="checkbox"/> skid steer experience          | <input type="checkbox"/> backhoe experience                 | <input type="checkbox"/> dump truck operations              |
| <input type="checkbox"/> tiller operations              | <input type="checkbox"/> utility tractor operations         | <input type="checkbox"/> snow plow experience               |
| <input type="checkbox"/> trailer backing                | <input type="checkbox"/> tire repair experience             | <input type="checkbox"/> forklift operations                |
| <input type="checkbox"/> equipment maintenance          | <input type="checkbox"/> small engine repair                | <input type="checkbox"/> large engine repair                |
| <input type="checkbox"/> diesel engine knowledge        | <input type="checkbox"/> electrical – AC                    | <input type="checkbox"/> electrical – DC                    |
| <input type="checkbox"/> carpentry                      | <input type="checkbox"/> plumbing                           | <input type="checkbox"/> roofing experience                 |
| <input type="checkbox"/> welding experience             | <input type="checkbox"/> inventory control                  | <input type="checkbox"/> sales (phone, door to door)        |
| <input type="checkbox"/> word processing                | <input type="checkbox"/> spreadsheet                        | <input type="checkbox"/> bookkeeping / accounting           |
| <input type="checkbox"/> keyboarding (speed _____)      | <input type="checkbox"/> payroll                            | <input type="checkbox"/> programming                        |
| <input type="checkbox"/> data base design / programming | <input type="checkbox"/> data entry                         | <input type="checkbox"/> HR                                 |
| <input type="checkbox"/> filing / file organizations    | <input type="checkbox"/> office procedure development       | <input type="checkbox"/> Telemarketing                      |

List equipment you operate which relates to the position for which you are applying \_\_\_\_\_

\_\_\_\_\_

Do you speak, read, or write any language other than English? If yes, identify \_\_\_\_\_

**WORK EXPERIENCE:** List all positions held. Start with the most recent. Use additional sheet ,if necessary. Entire application must be completed for consideration.

1. \_\_\_\_\_  
 Name of company Phone Position Held

\_\_\_\_\_ Full-time  Part-time  Temporary   
 From (month/year)To (month/year) Ending Salary/Hourly Immediate Supervisor

Describe Duties of Position

Reason for Leaving

2. \_\_\_\_\_  
 Name of company Phone Position Held

\_\_\_\_\_ Full-time  Part-time  Temporary   
 From (month/year)To (month/year) Ending Salary/Hourly Immediate Supervisor

Describe Duties of Position

Reason for Leaving

3. \_\_\_\_\_  
 Name of company Phone Position Held

\_\_\_\_\_ Full-time  Part-time  Temporary   
 From (month/year)To (month/year) Ending Salary/Hourly Immediate Supervisor

Describe Duties of Position

Reason for Leaving

4. \_\_\_\_\_  
 Name of company Phone Position Held

\_\_\_\_\_ Full-time  Part-time  Temporary   
 From (month/year)To (month/year) Ending Salary/Hourly Immediate Supervisor

Describe Duties of Position

Reason for Leaving

Which of these employers can we contact for a reference regarding your job performance? 1 2 3 4

**REFERENCES:** List educational, business, and/or professional references **other than** persons listed above.

1. \_\_\_\_\_  
 Name Organization

\_\_\_\_\_ Relationship #Years Known Daytime Phone

2. \_\_\_\_\_  
 Name Organization

\_\_\_\_\_ Relationship #Years Known Daytime Phone

3. \_\_\_\_\_  
 Name Organization

\_\_\_\_\_ Relationship #Years Known Daytime Phone

## General Information

1) What do you know about our company?

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2) Do you have any hobbies? What do you do in your spare time?

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3) Name 3 people you would most like to meet? (From the past or the present)

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4) Name 3 places in the world that you would like to visit?

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5) Name 3 things that you have done in the past year to increase your knowledge or skills in the position that you hold with your current employer. These could be such things as seminars you have attended, articles that you have read, on the job training that you have done, etc.

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6) What job would you like to be doing in 5 years?

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I understand and agree that employment constitutes acceptance of the terms and conditions specified in the Employee Manual in effect at Reinhart Grounds Maintenance, Inc and Weed Man. I further understand that the language used in this application is not intended to create, or is it to be construed to constitute any sort of contract between Reinhart Grounds Maintenance, Inc. or Weed Man and applicants for this position.

I, the undersigned, hereby duly authorize Reinhart Grounds Maintenance, Inc and Weed Man officials to investigate all statements in this application and included in my resume, and to secure any necessary information from all my subordinates, employers, and references, organizations, and academic institutions. I further authorize and consent to those persons, organizations, educational institutions, and employers to divulge relevant information otherwise confidential information to Reinhart Grounds Maintenance, Inc and Weed Man notwithstanding that it might otherwise be confidential. I hereby release all of those subordinates, employers, references, organizations, academic institutions, and Reinhart Grounds Maintenance, Inc and Weed Man from any and all liability arising from their giving or receiving information about my criminal history, employment history, my academic credentials or qualifications, and my suitability for employment with Reinhart Grounds Maintenance, Inc or Weed Man. I understand and agree that, if hired, my employment is for no definitive period and, regardless of the date of payment of my wages or salary, may be terminated at any time without any prior notice: except where specific contract terms or otherwise by applicable law or company policy dictates dismissal shall be with or without cause. I further understand that only the company owners or another person specifically designated by the company owners has the authority to create or enter into any employment agreement on behalf of Reinhart Grounds Maintenance, Inc and Weed Man. In consideration of my employment, if hired, I agree to comply with all rules, procedures, and regulations set forth by Reinhart Grounds Maintenance, Inc. and Weed Man. Reinhart Grounds Maintenance, Inc and Weed Man reserve the right to change these rules, policies, and procedures at any time. I furthermore understand consideration of this application and the continuation of this application of any subsequent employment depends upon the truth and accuracy of this information.

**If applicable, copies of official transcripts, licenses, resumes, or certificates should be submitted with this application and must be on file with the company prior to employment.**

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Signature of Applicant

Date

Note: Reinhart Grounds Maintenance, Inc and Weed Man are smoke-free working environments. Smoking is not allowed in its facilities, vehicles, or customer properties. Reinhart Grounds Maintenance, Inc and Weed Man have a strong policy against substance abuse and recommends applicants and employees familiarize themselves with the specifics. A drug test will be required for employment.

Reinhart Grounds Maintenance, Inc and Weed Man are Affirmative Action/Equal Opportunity Employers and do not discriminate against any employee or applicant for employment because of race, sex, color, age, religion, national origin, marital status, veteran's status, physical or mental disability or any other protected status under federal or state law.