



# Employment Application

Please circle **Full** or **Part Time**

## Applicant Information

\* Do you have a valid driver's license? YES  NO  Is there anything that prohibits you from driving? YES  NO

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If so, when? \_\_\_\_\_

## Education

► High School: \_\_\_\_\_ Address: \_\_\_\_\_  
 Did you graduate? YES  NO  Degree: \_\_\_\_\_

► College: \_\_\_\_\_ Address: \_\_\_\_\_  
 Did you graduate? YES  NO  Degree: \_\_\_\_\_

► Other: \_\_\_\_\_ Address: \_\_\_\_\_  
 Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

Please list three professional references **that can be contacted.**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

**Previous Employment**

1) Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

2) Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

3) Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Are you currently Employed? Yes  No  May we contact your current supervisor? Yes  No

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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

In case of Emergency contact: \_\_\_\_\_

Interviewed by: \_\_\_\_\_

Wages: \_\_\_\_\_

Hired: YES  NO

Benefits: \_\_\_\_\_



NAME: \_\_\_\_\_

Do you have experience in these areas?	YES	NO	Willing to Learn
<b>Nursery:</b>			
Identification of trees and shrubs			
Planting trees and shrubs			
Planting perennials and annuals			
Staking trees			
Lawn fertilization			
Chemical application			
<b>Landscape:</b>			
Installing edging			
Installing weed membrane and mulch			
Digging holes with a spade			
Installing brick patios and walkways			
Installing retaining walls			
Laying step stone			
Preparation of sod bed, laying sod			
<b>Machinery:</b>			
Manual transmission vehicle			
Skid loader			
Grading tractor			
Trencher			
Vibrating plow			
Jackhammer			
Sod packer			
Sod cutter			
Tiller			
Plate packer			
Brick cutter			
Chain saw			
Minor vehicle maintenance			
Small engine repair			
<b>Management:</b>			
Reading a landscape plan			
Supervising a crew			
<b>Any additional skills:</b>			



## What It Takes To Be An Employee At

Proscape Lawncare and Landscaping, LLC is a locally owned corporate business in Pulaski WI. We are a design/build/full service landscape company. Our focus is landscaping and landscape maintenance. Our growth depends on repeat customers who respond to a combination of our quality workmanship, products, and the service they receive from our employees, and the overall satisfaction they get from their service experience with us. In short, we wouldn't be in business without our customers.

**We consider our employees our most important asset, and this is what we expect from you:**

### Image

Image is very important to us. Each person within the company has a dress code and uniform requirement appropriate for the type of work performed, which you are expected to wear. We wear our company shirts tucked in, and baseball caps are worn forward. Stained, torn, or excessively baggy clothing is unacceptable. Visible pierced body parts other than earrings may not be worn during business hours. Men are expected to come to work with faces shaved unless they are planning on growing a permanent beard or mustache.

### Attitude

Our employees are expected to show up to work on time consistently. We are not interested in "clock-watchers". We expect our employees to ask us: "Is there anything else that needs to be done?" before ending each shift and clocking out. We are interested in people that care enough about our company and customers to "go the extra mile". We encourage and reward our employees who take the time to offer ideas or suggestions that might make our company run more efficiently, service our customers better, increase our business, or save us time and money. We expect our company policy to be followed and respected.

### Physical Work Environment

You will work both indoors and outdoors in all types of weather conditions including sun, heat, cold, rain and snow. Attire appropriate for weather conditions is your responsibility. Your job is physical, and requires frequent bending, grabbing and lifting. You will be on your feet all day, standing and walking and throughout you will need to be both pleasant and energetic. NOTE: You will be expected to be able to lift at least a five-gallon shrub/tree and a 2 cu. Ft. bag of soil (on your own). We encourage you to maintain good physical and mental preparedness to enable you to perform your work duties in a consistent, high-performance type manner.

### Social Work Environment

We have a very social, caring, and outgoing staff. It is important that you are able to get along well with people and the rest of our staff to be a cohesive part of our team. Our company does not tolerate chronic complainers. All employees are expected to get along with each other. We do not tolerate personal complaints of fellow employees unless their actions make you feel uncomfortable or affect your ability to complete your work properly. We expect every employee to carry their weight and perform their responsibilities in an appropriate manner. In return we are flexible, and we will support our growth both personally and professionally.

### Customer Service

All Proscape Lawncare and Landscaping employees are expected to offer polite, prompt, energetic, enthusiastic, and courteous service with a smile. Our employees must have the ability to anticipate a customer's needs before being asked. You will need to have the ability to be patient when confronted with a challenge, and to continually seed out knowledge of all our plants and products. Our customer's time is valuable to them and the help they receive from our staff should be nothing less than immediate – nothing short of excellent.

### Summary

If you feel you have the above qualities and can work with the parameters of our company policy and work environment, we encourage you to complete our job application. Thank you.

I have read and understand the above.

**Employee signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# We Participate in E-Verify



This SWA will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization.

**IMPORTANT:** If the Government cannot confirm that you are authorized to work, this SWA is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

## NOTICE:

**Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.**

SWA and employers may not use E-Verify to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

If you believe that your SWA has violated its responsibilities under this program or has discriminated against you during the verification process

based upon your national origin or citizenship status, please call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-7688 (TDD: 1-800-237-2515).

Employment Verification.  Done.

For more information on E-Verify, please contact DHS at:

**1-888-464-4218**



E-VERIFY IS A SERVICE OF DHS AND SSA