# Employment Application

# Green Cow

# Lawn &Landscaping, LLC

***1283 North king Street – Hampton, Virginia23669***

***(757) 810-5830***



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | Date: | | | | Click or tap to enter a date. | | | | | | | |
| Last | | | | | | | | | | | | | | | | | | | | | First | | | | | | | | | | | | | | | | | | | | | | | | M.I. | | | | | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
| Street Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Choose an item. | | | | | | Click or tap here to enter text. | | | | | | | | | |
| City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | State | | | | | | ZIP Code | | | | | | | | | |
| Phone: | |  | | | | | | | | | | | | | | | | | | | | | | E-mail Address: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Date of Birth: | | | | Click or tap to enter a date. | | | | | | | | | | | | | | Social Security#: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | Desired Salary: | | | | | | $ | | | | | | | | |
| Driver’s License ID Number: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | State Issued | | | | | | | | | | |  | | | | | | | | |  | | | | |  | | | | |  | |
| Position Applied for: | | | | | | | | | | | Choose an item. | | | | | | | | | | | | | | | | | | Please circle One: | | | | | | | | | | | | | | Full Time | | | | | Part Time | | | | Seasonal (Apr- Oct) | | | | | | Seasonal College Student | | | |
|  | | | | | | | | | | |  | | | | | |  | | | | |  | | | | | | |  | | | | | |  | | | | | | | | | |  | | | |  | | | | | |  | | | | |  |
| **AVAILIBILITY:** | | | | | | | | | | |  | | | | | | **Start** | | | | | **Stop** | | | | | | |  | | | | | | **Start** | | | | | | | | | | **Stop** | | | |  | | | | | | **Start** | | | | | **Stop** |
| **Start Date:** Click or tap to enter a date. | | | | | | | | | | | **Monday:** | | | | | |  | | | | |  | | | | | | | **Tuesday:** | | | | | |  | | | | | | | | | |  | | | | **Wednesday:** | | | | | |  | | | | |  |
|  | **Start** | | **Stop** | | | |  | | | | | | **Start** | | | **Stop** | | | |  | | | | | **Start** | | | | | | | | **Stop** | | | | | | | | | | | |  | | | | | | | **Start** | | | | | **Stop** | | | |
| **Thursday:** |  | |  | | | | **Friday:** | | | | | |  | | |  | | | | **Saturday:** | | | | |  | | | | | | | |  | | | | | | | | | | | | **Sunday:** | | | | | | |  | | | | | |  | | |
| Are you at least 18 years of age? | | | | | | | | | | | | | | | | | YES | | | | | NO | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  |
| 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 applied for this company? | | | | | | | | | | | | | | | | | YES | | | | | NO | | | | If yes, when? | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | | | | | | | | | | | | YES | | | | | NO | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If yes, explain:  Do you have a Resume? | | | | | | | | | | | | | | | | | YES | | | | | NO | | | | If yes, Email to: | | | | | | | | | | | | | Greencowlawn@yahoo.com | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **In Case of an Emergency** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **In case of an emergency Contact:** | | | | | | | | | | Name:  Phone: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School: | | |  | | | | | | | | | | | | | | | | | | | | Address: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: | | Click or tap to enter a date. | | | | To: | | | Click or tap to enter a date. | | | | | | Did you graduate? | | | | | | | | | | | | | | | YES | | | | NO | | | | | | | | Degree: | | | | | | |  | | | | | | | | | | | |
| College: | |  | | | | | | | | | | | | | | | | | | | | | Address: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: | | Click or tap to enter a date. | | | | To: | | | Click or tap to enter a date. | | | | | | Did you graduate? | | | | | | | | | | | | | | | YES | | | | NO | | | | | | | | Degree: | | | | | | |  | | | | | | | | | | | |
| Training: | |  | | | | | | | | | | | | | | | | | | | | | Address: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: | | Click or tap to enter a date. | | | | To: | | | Click or tap to enter a date. | | | | | | Did you complete training? | | | | | | | | | | | | | | | YES | | | | NO | | | | | | | | Certification: | | | | | | |  | | | | | | | | | | | |
| Training: | |  | | | | | | | | | | | | | | | | | | | | | Address: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: | | Click or tap to enter a date. | | | | To: | | | Click or tap to enter a date. | | | | | | Did you complete training? | | | | | | | | | | | | | | | YES | | | | NO | | | | | | | | Certification: | | | | | | |  | | | | | | | | | | | |
| Other: | |  | | | | | | | | | | | | | | | | | | | | | Address: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: | | Click or tap to enter a date. | | | | To: | | | Click or tap to enter a date. | | | | | | Did you graduate? | | | | | | | | | | | | | | | YES | | | | NO | | | | | | | | Degree: | | | | | | |  | | | | | | | | | | | |
| Summarize any Special skills or Qualifications: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| References | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please list three professional references **that can be contacted**. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | |  | | | | | | | | | | | | | | | | | | | | | | | | | Relationship: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Company: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Phone: | | | | | | | (       ) | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Full Name: | |  | | | | | | | | | | | | | | | | | | | | | | | | | Relationship: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Company: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Phone: | | | | | | | | (       ) | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Full Name: | |  | | | | | | | | | | | | | | | | | | | | | | | | | Relationship: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Company: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Phone: | | | | | | | (      ) | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Previous Employment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | |  | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | |
| 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 | | | | | | | | | |  | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | |
| 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 | | | | | | | | | |  | | | | | | | | | | | | | | | | |
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| Military Service | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Branch: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | From: | | | | | | |  | | | | | | | To: | | |  | | | | | |
| Rank at Discharge: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | Type of Discharge: | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
| If other than honorable, explain: | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I certify that all the information submitted by me on this application is true and compete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I’m employed, my employment may be terminated at any time. I agree that if hired by GCLL I will conform to all the company’s policies and procedures, and I agree that my employment and compensation can be terminated without just cause and with or without notice, at any time at either my or the company’s option. I also agree that the policies and procedures are subject to change and can be done so without prior written notice. I understand that If I seek additional employment I can do so as long as it is not in the same field and the hours and schedules do not conflict with my current position at GCLL, if conflict is reported employment can be terminated without prior notice. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Date: | | | | |  | | | | | | | | | | |
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| **GCLL Grooming and Uniform Policies** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Clothing:** Green Cow Lawn & Landscaping, LLC Cintas Uniform Program will be automatically deducted weekly from each paycheck. This service provides 11 shirts, 11 pants, 2 jackets, and uniform advantage program. Clothes will be laundered weekly and returned the next week. The amount being withheld from each check will be $17.00 which will be deducted post tax. GCLL, LLC will supply each employee 1 ball cap at no cost. If Hired Green Cow Lawn & Landscaping, LLC temporary uniform is Khaki Cargo Pants or shorts must be supplied by the employee as part of their uniform, A Green Cow Lawn & landscaping Company shirt will be provided at no cost by the employer until Uniforms are delivered. The employee is to maintain a neat and professional look, but keeping with the company standards outlined in the Employee Handbook. All shirts are to be tucked in and a professional appearance is expected at all times. Steel toe boots are preferred by not required, No sandals or thong shoes will be permitted on any job site, Close toe shoes only (or) as required by OSHA Regulations.  **Seasonal Employees are required to turn uniform shirts in upon termination of employment or cost will be deducted from their pay.**  **Jewelry:** Green Cow permits its employees to wear wedding bands and jewelry as long as it is neat and the employee is being safety conscience. No body piercings will be permitted on the job except for ear which only one piercing per ear lobe or as restricted by OSHA Regulations.  **Hair:** All moustaches and beards must be well maintained in a neat and professional manner. All employees whose hair is longer than shoulder length will be required to pull it back for safety purposes.  **Smoking and Tobacco Use:** GCLL is a smoke free environment and its neat, clean and professional appearance is what stands us out above the rest. If you smoke we ask that you do not do it while in or on company vehicles, buildings, controlled work sites, or while on company grounds, except in a designated smoke area only.  **Nails:** Our policy is that all nails be trimmed back to at least ¼ inch beyond the tip while working in the field, this is to help maintain the safety of all our crew members.  If you agree to the above policies and procedures, please sign and date below. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Date: | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Drug Screening and Background Check** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **I hereby agree to a criminal background check and drug screening. I am aware that any information received from that screening is confidential. The results of that screening and background check could result in termination of employment or for not being hired.**  **Green Cow Lawn & Landscaping, LLC is a Drug Free Workplace.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Signature:** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Date:** | | | | |  | | | | | | | | | | |

***Internal Use only***

MGR. INITIALS:\_\_\_\_\_\_\_\_\_\_\_ Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interview Date:\_\_\_\_\_\_\_\_\_\_\_\_ Start Rate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hired:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Type: (Circle all that apply)  *Year-round Seasonal(A-O) Seasonal (stud) FT PT Temp*