



Landscaping & Grading, Inc

Application for Employment

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Office: 586-727-4959 Fax: 586-727-2642

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Date: OFFICE WORKER - GET A COPY OF THEIR LICENSE IF POSSIBLE

Name: First Middle Last

Present address: Number Street City State Zip

Telephone #: Email address:

Social Security Number: Drivers License #:

If under 18 please list age: When can you start work:

Date of Birth

Are you currently employed? Yes or No

Days/hours available to work: How Many hours can you work weekly:

Can you work Saturdays: Yes or No Can you work Sundays: Yes or No

Education:

Can you speak English: Yes or No Can you read English: Yes or No

Can you speak Spanish: Yes or No Can you read Spanish: Yes or No

High School: Did you graduate: Yes or No

College: Degree earned:

Other: Certification:

Previous Employment:

May we contact previous supervisors for a reference? Yes or No

Company: _____ Phone #: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ End Salary: _____

Responsibilities: _____

Start date: _____ End Date: _____ Reason for Leaving: _____

Company: _____ Phone #: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ End Salary: _____

Responsibilities: _____

Start date: _____ End Date: _____ Reason for Leaving: _____

Military Service:

Branch: _____ From: _____ To: _____

Rank at time of Discharge: _____

Are you a citizen of the United States? Yes or No

If no, are you authorized to work in the United States? Yes or No

Please check all that apply:

****To help us better understand where you best fit in our company please fill in everything accurately. Do not fill in false information you may be in a position based on what you fill out and expected to perform the work. ****

Driving Experience

Yes

No

Driving Experience	Yes	No
Is there anything that prohibits you from driving?		
Do you have a valid driver's license?		
Do you have a Chauffeurs license?		
Do you have a CDL B License?		
Do you have a CDL A License?		
Do you have a Combination Endorsement license?		

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	Yes	No
Do you have an Air Brake Endorsement?		
Additional Endorsements: Please List		
Can you adjust air brakes?		
Can you check all fluid levels?		
Can you pull in and back in trailers in a commercial vehicle up to 30'? If yes how many yrs experience: _____.		
Do you have snow plow experience? If yes, how many years experience: _____		
Do you have experience salting with trucks? If yes, how many years experience: _____		
Can you understand and read map/directions?		
Can you load different types of equipment and chain it down on trucks and trailers?		
Can you load and unload materials onto trucks?		
Any additional information you would like us to know?		

Landscape Experience:

	Yes	No	Willing to Learn
How many years of Landscape experience do you have? _____ What were your responsibilities?:			
Can you identify Trees and Shrubs by name?			
Can you identify Perennials by name?			
Can you identify Annuals by name?			
Do you have experience planting trees and shrubs? How many years _____			
Do you have experience planting perennials and annuals? How many years _____			
Do you have experience staking and tying tree? How many years _____			
Can you prune and trim Shrubs and Trees correctly?			
Can you identify Common diseases on Shrubs and Trees?			
Do you understand how high to set trees and plant heights due to low and high grades?			
Can you pitch topsoil and grades away from structures to promote positive water run-off?			
Can you work on small engines?			
Can you install edging?			
Can you install weed barrier?			
Do you have experience laying Sod?			
Do you have experience Seeding?			
Do you have experience working with Straw Mat?			
Do you have experience Grading/Leveling Dirt with equipment?			
Can you do a final grade to pass inspection?			
Do you have experience Hydro seeding?			

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Landscape Experience Continued	Yes	No	Willing to learn
Do you have experience installing Drain tile?			
Can you pitch Drain tile so it drains properly?			
Do you have experience with installing Waterfalls?			
Do you have experience Mulching?			
Can you read Landscape Plans?			
Can you read a level?			
Can you install Landscape lighting?			
Can you install Flagstone walls?			
Can you install Boulder walls?			
Do you think you have enough experience to be a Foreman and lead a crew?			

Brick Paving	Yes	No	Willing to Learn
How many years of Brick Paving experience do you have? _____ What were your responsibilities?			
Can you calculate steps without help?			
Can you cut brick with a handheld saw?			
Can you run a compactor?			
Can you install retaining walls without help?			
Can you install patios without help?			
Can you install steps without help?			
Can you set grades of pipe on pitch patios and walks correctly?			
Are you familiar with all different types of pavers and walls?			
Do you have experience in mortaring brick?			
Do you have experience in thin setting bricks?			
Do you have experience placing drainage behind walls?			
Can you keep brick lines straight while laying them?			
Can you repair steps and walls?			
Can you repair pavers?			
Can you install paver lighting?			
Can you read a Landscape plan?			
Do you think you have enough experience to be a Foreman and lead a crew?			

Cement, Concrete and Asphalt

Yes No Willing to Learn

	Yes	No	Willing to Learn
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How many years experience do you have? _____ What were your responsibilities?			
Can you cut cement with a saw?			
Can you form cement?			
Can you level and set grade for forms?			
Do you have experience placing rebar and wire in cement?			
Can you finish cement?			
Can you use a Jack hammer?			
Do you have any experience with Asphalt? If yes, please list experience and how many years.			
Do you think you have enough experience to be a Foreman and lead a crew?			

Sprinkler Experience

Yes No Willing to Learn

	Yes	No	Willing to Learn
How many years of Sprinkler work experience do you have? _____ What were your responsibilities?			
Can you adjust water flow on sprinklers?			
Can you adjust the swing on sprinklers?			
Can you change the nozzles if needed?			
Do you understand the basic parts of a sprinkler system? (Fittings, pipes, nozzles).			
Can you install a valve system?			
Can you trouble shoot wiring problems?			
Can you trouble shoot typical sprinkler problems?			
Can you install a vacuum breaker?			
Can you adjust a sprinkler timer?			
Can you install an entire sprinkler system without help?			
Can you start up a sprinkler system?			
Can you winterize a sprinkler system?			
Do you think you have enough experience to be a Foreman and lead a crew?			

Lawn Mowing Experience

	Yes	No	Willing to Learn
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How many years of Lawn Mowing experience do you have? _____			
What were your responsibilities?			
Can you run walk behind mower?			
Can you run a zero turn mower?			
Can you run a weed whip?			
Can you run edgers?			
Can you run a push mower?			
Can you run a push blower?			
Can you run blowers?			
Can you read maps?			
Can you mix gas and oil correctly?			
Can you rewind weed whip heads?			
Can you change edger blades?			
Can you sharpen blades on mowers?			
Can you fix small engines?			
Can you rewind recoils on equipment?			
Can you replace mower belts?			
Can you check oil and grease mowers?			
Do you think you have enough experience to be a Foreman and lead a crew?			

Equipment Operators Experience

	Yes	No	Willing to Learn
How many years experience do you have operating heavy equipment? _____			
Can you operate a manual transmission vehicle?			
Can you operate a Skidsteer with case controls?			
Can you operate an excavator?			
Can you operate a loader?			
Can you operate grading tractors?			
Can you operate asphalt rollers?			
Can you operate a back hoe?			
Can you operate a hand held cement saw?			
Can you operate a sod cutter?			
Can you operate a chain saw?			
Can you operate dump trucks?			
Can you grade with equipment?			
Can you load/unload material from trucks and trailers?			
Can you tell if equipment is gas or diesel powered?			
Can you hook up different attachments to tractors and skidsteers?			
Do you feel comfortable operating equipment in ditches and other steep slopes?			

Mechanical:

	Yes	No	Willing to Learn
How many years of mechanical experience do you have? _____ What were your responsibilities?			
Do you have experience with Minor vehicle maintenance? (Brakes, oil changes, greasing, change belts, wiring with vehicle and trailer lights)			
Do you have experience with Small engine repair?			
Can you replace lights on trucks and trailers?			
Can you Change tires?			
Can you Trouble shoot problems with mowing equipment?			

Office Manager/Front Desk (Only fill in this box if your applying for front desk job)

	Yes	No	Will Learn
How many years of office experience do you have? _____ What were your responsibilities:			
Do you have experience with all aspects of QuickBooks?			
How many years experience? _____			
Do you have experience with Microsoft Word?			
Do you have experience with Excel?			
Do you have experience with Clips software?			
Other: _____			

Can you perform the basic functions you are applying for with or without reasonable accommodations? Yes or No

Are you willing to take a physical examination? Yes or No

Have you ever been convicted of a Felony? Yes or No

Have you ever had your license revoked? Yes or No

Is your license currently restricted? Yes or No

Do you have any experience, as a crew leader, manager, or supervisor? Yes or No

If yes, what was your job title and responsibilities?

Any additional skills not listed above: (Or please attach a resume)

Position applied for: _____ Salary desired: _____

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 an emergency contact: _____

Relationship to you: _____ Phone#: _____

For D&E use only:

Interviewed by: _____ Date: _____

Hired: Yes or No Wages: _____ Start Date: _____