

For Office Use Only

Submitted \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Reviewed By \_\_\_\_\_

**Notice to applicants applying for positions that involve driving a Date company vehicle:**

If you have been convicted of driving Under the influence of alcohol or drugs, you may be disqualified from employment due to insurance constraints.

**SEASONAL APPLICATION FOR EMPLOYMENT**

***ALLEN'S SNOW REMOVAL & LAWN CARE INC.***

*A DRUG AND ALCOHOL FREE WORKPLACE  
AN EQUAL OPPORTUNITY EMPLOYER  
A VIOLENCE FREE WORKPLACE*

Equal access to programs and services is available to all applicants. If you need assistance in completing this form, or if you require reasonable accommodations during the employment interviewing process, please notify the company manager.

**PLEASE PRINT ALL INFORMATION**

Name \_\_\_\_\_  
First Middle Last

Name you go by \_\_\_\_\_

Address \_\_\_\_\_  
Street or P.O. Box  
City State Zip

Telephone \_\_\_\_\_ Alternative Telephone \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Application is for the following position(s) \_\_\_\_\_

**DRIVING INFORMATION**

Do you have a valid driver license? **YES NO** Do you have a valid CDL? **YES NO**

Drivers license Number \_\_\_\_\_ CDL Number \_\_\_\_\_

List all states that have issued you a driver license in the past \_\_\_\_\_

Has any court of law or any government agency suspended, revoked or modified your driver's license in the past 5 years? **YES NO** Explain \_\_\_\_\_

The company's receipt of this application does not constitute a job offer, nor does it imply that a position is available. This application will remain active and on file unless the applicant asks to have it withdrawn.

**WORK AVAILABILITY**

Were you referred to us? **YES NO**  
If yes, by whom? \_\_\_\_\_

Have you ever applied for a job with this company? **YES NO**

Date you could begin working if offered a job: \_\_\_\_\_

Are you 18 years old? **YES NO**

Are you looking for **FULL TIME** or **PART TIME** Employment?

Are you currently on layoff status? **YES, NO** If yes, are you subject to recall? **YES NO**

Are you willing to travel if required for the job? **YES NO**

Are you able to complete the essential functions of the position without special accommodations? **YES NO**

If no what accommodations are needed?

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

**WORK REQUIREMENTS**

Do you understand that if hired, you may be?

- Required to work overtime **YES NO**
- Required to work weekends **YES NO**
- Subject to other conditions of employment such as company rules and policies? **YES NO**

**REFERENCES**

Name	Company Name	Phone	Years Known
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Name	Company Name	Phone	Years Known
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**PERSONAL INFORMATION**

Have you ever been convicted of a felony? **YES NO**

If yes, list the date, charge, place, court and action taken. A prior conviction does not necessarily exclude you from consideration for employment, but the type of conviction and when it occurred are important considerations

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

Have you ever pled guilty to or been convicted of any traffic related offences within the past 5 years?

**YES NO** Explain \_\_\_\_\_

**EDUCATION HISTORY**

Circle highest year completed:

Grammar/High School												Undergraduate Collage, Trade or Business School					Graduate School				
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	1	2	3	4	5

Name and Location

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High School Degree Received Major/Minor GPA

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Business, Trade or Undergraduate Degree Received Major/Minor GPA

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College or University Degree Received Major/Minor GPA

If you did not graduate from high school, do you have a GED? YES NO

Are you currently in school or taking any other training classes at this time? YES NO

Do you have any training or education that you may find relevant to the position you are applying for? YES NO

If yes, Explain \_\_\_\_\_

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### WORK EXPERIENCE

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Company Name Job Title

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Street City State Zip

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Supervisor's Name Telephone May we contact? YES NO

Employment Date From \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ **Full Time** **Part Time** **Seasonal**

Hours per week \_\_\_\_\_ Salary \_\_\_\_\_ per \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for leave? **Terminated** **Laid Off** **Left Voluntary**

### WORK EXPERIENCE (Continued)

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Company Name Job Title

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Street City State Zip

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Supervisor's Name Telephone May we contact? YES NO

Employment Date From \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ **Full Time** **Part Time** **Seasonal**

Hours per week \_\_\_\_\_ Salary \_\_\_\_\_ per \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for leave? **Terminated** **Laid Off** **Left Voluntary**

### CONDITIONS OF EMPLOYMENT

**Read each item carefully before answering. If you have questions, please ask for assistance.**

**Introductory Period**

If you are hired, you will serve a 90-day introductory period. During the 90 days, every aspect of your work will be evaluated and, if our standards are not meet, you will be terminated. Completion of the 90-day Introductory Period is no guarantee of continued employment.

**Permission to Check References**

Do you authorize Allen’s to contact your present and/or previous employer(s) through person(s) you have listed as references?

Present Employer      **YES**    **NO**

Previous Employer      **YES**    **NO**

Do you authorize your present and/or previous employer(s) to provide information to Allen’s through the person(s) you have listed as references?

Present Employer      **YES**    **NO**

Previous Employer      **YES**    **NO**

**Permission to Verify Information**

Do you authorize Allen’s to verify information provided on your employment application relevant to your education, public records of criminal convictions, and Bureau of Motor Vehicle records?

**YES**                      **NO**

**Physical Examination**

Do you understand that offers of employment for certain positions within Allen’s are contingent upon the successful completion of a medical examination by a physician designated by Allen’s at a site also designated by the Company?

**YES**                      **NO**

**Drug and Alcohol Screening**

Do you understand that you may be required to submit to a pre-employment test for drugs and/or alcohol as permitted by law?

**YES**                      **NO**

If hired, do you understand that you may be required to submit to random tests for drugs and /or alcohol as permitted by law?

**YES**                      **NO**

**Form I-9 Employment Eligibility Verification**

Can you provide proof of eligibility to work in the United States?

**YES**                      **NO**

**Discrimination**

Do you understand that Allen’s will not tolerate unlawful discrimination or harassment and that you have a duty to report any such activity to the company?

**YES**                      **NO**

Do you understand that unlawful discrimination or harassment on your part toward others may be grounds for termination?

**YES**                      **NO**

Do you understand that violence, verbal and/or physical of any sort, at Allen's properties, properties maintained by Allen's, and/or on the way to and/or from said properties toward others will be grounds for termination?

**YES      NO**

**Employment -At-Will**

Indiana is an "employment-at-will" state. This means that an employee may leave employment at any time, with or without cause, and with or without notice; further it means that Allen's has the same right to terminate an employee at any time, without cause, and with or without notice. Do you understand this definition of an "employment-at-will" state?

**YES      NO**

**False Statement**

Do you understand that falsification of this application or failure to provide information required may be cause for your denial of or termination of employment with Allen's?

**YES      NO**

**Confirmation of Information Provided**

Do you understand that, by signing below, you are declaring all information provided on this application for employment to be true to the best of your knowledge?

**YES      NO**

**Job Description: Job will require various tasks to be performed to include but not limited too- lawn care, landscaping, hardscape, weeding, mulching, leaf clean-up, raking, blowing, trimming of bushes, watering/weeding/maintaining of green house, planting of plants, shop work, cleaning and maintain equipment, shoveling, salting spreading**

**Printed Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_