

**B****L L' S TREE SERVICE, INC.**

**Employment Application**

Revised 4/2020

Date \_\_\_\_\_

**PERSONAL INFORMATION**

Full Name \_\_\_\_\_

Social Security # \_\_\_\_\_

Present Address \_\_\_\_\_

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

Phone Number \_\_\_\_\_

EMAIL \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position \_\_\_\_\_

Date you can start \_\_\_\_\_

Hourly Rate Desired \$ \_\_\_\_\_ Are you employed now? \_\_\_\_\_

If so, may we inquire of your present employer? \_\_\_\_\_

Have you ever applied to Bill's Tree Service before? If yes, please explain

\_\_\_\_\_

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## EDUCATION HISTORY

High School/Name/Location

Years Attended

Did you graduate?

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College/Name/Location

Years Attended

Did you graduate?

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Trade/Business School  
Name/Location

Years Attended

Did you graduate?

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Special Training \_\_\_\_\_

Special Skills/Certifications in the Tree Industry

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US Military or Naval Service? \_\_\_\_\_

Have you ever attended TCIA or ISA Conferences or classes? \_\_\_\_\_

If yes, when and where? \_\_\_\_\_

Do you have a North Carolina Driver's License? \_\_\_\_\_

If not, do you have a driver's license from another state? \_\_\_\_\_

If yes, which state? \_\_\_\_\_

If you do not have a North Carolina Driver's license can you obtain one? \_\_\_\_\_

How soon can you obtain a North Carolina Driver's License? \_\_\_\_\_

What experience do you have with driving commercial vehicles? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

As an employee of Bill's Tree Service driving is an integral part of your job. You must have a North Carolina license with a clean driving record. Furthermore, our insurance company will need to approve that you can drive our vehicles to be employed. See below for driving policy.

Do you have any violations on your North Carolina Driver's License or have you had any violations in the past? Please explain including dates \_\_\_\_\_

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

I \_\_\_\_\_ authorize Bill's Tree Service to obtain my  
*Prospective Employee signature*

Driving Record. If I do not have a North Carolina Driver's License but I have a license from another state, I will authorize or order a certified driving record for Bill's Tree Service myself within 48 hours of this application. I understand the results of any driving record will play a part in determining my employment for Bill's Tree Service. I understand that I will need to procure a North Carolina Driver's License if I don't have one.

Bill's Tree Service seeks to safeguard its employees and others when driving a motor vehicle is required while conducting company business.

### **Policy**

Following a conditional offer of employment, a motor vehicle record check will be conducted on all final job candidates for whom driving a motor vehicle is an essential job function. Thereafter, checks will be run annually for these employees. Motor vehicle record checks will also be conducted on employees who will be covered by company insurance to drive rental vehicles during business travel.

Bill's Tree Service will review motor vehicle records and decide as to drivers' status for applicants and employees according to the companywide classification system listed below:

#### ***Satisfactory***

The individual is eligible to drive while conducting company business. His or her driving record indicates no moving violation in the past 24 months and only one acceptable moving violation in the past 60 months.

#### ***Probationary***

The individual is eligible to drive while conducting company business with the stipulation that the individual's motor vehicle record will be checked periodically over a period of probation. His or her driving record indicates a moving violation in the past 24 months but no more than one moving violations in the past 48 months. Any violations during the probationary period may result in termination of employment or other disciplinary action.

#### ***Unacceptable***

An applicant for employment will not be hired due to an unsatisfactory driving record; some examples of unacceptable infractions include but are not limited to:

- Suspended or revoked license.
- Moving violations in the past 24 months.
- Any violations involving drugs, alcohol, controlled substances, etc.
- Leaving the scene of an accident.
- Reckless driving.
- At fault in an accident resulting in fatality or serious injury.

### **Procedure for Existing Employees**

Bill's Tree Service will check the motor vehicle records annually for all current employees with driving responsibilities or those who use rental cars for business travel purposes. Any covered employee without a valid driver's license will not be allowed to operate a company vehicle or drive on Bill's Tree Service business. If driving is an essential job function and the employee cannot be reasonably accommodated, employment may be terminated.

**FORMER EMPLOYERS**

(List below last 4 employers starting with last employer first)

1) Date From \_\_\_\_\_ to \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

\_\_\_\_\_

Pay \_\_\_\_\_

Position \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) Date From \_\_\_\_\_ to \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

\_\_\_\_\_

Pay \_\_\_\_\_

Position \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FORMER EMPLOYERS** continued

3) Date From \_\_\_\_\_ to \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

\_\_\_\_\_

Pay \_\_\_\_\_

Position \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) Date From \_\_\_\_\_ to \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

\_\_\_\_\_

Pay \_\_\_\_\_

Position \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

*Name*                      *Address*                                      *Business*                                      *Contact Info*

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*I will authorize both you as my prospective employer, and also my prior employers, to give candid references concerning my work and character and promise not to make any claim against any such past, current or this prospective employer to who I am applying for work, or to the past, present or future employers or representatives of any of them, for any such employment reference given with respect to me.*

*AUTHORIZATION* signature \_\_\_\_\_

Can you perform the the physical demands of the job you are applying for?

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Do you currently abuse drugs or alcohol? \_\_\_\_\_

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Do you have a criminal record? \_\_\_\_\_

If yes, please elaborate \_\_\_\_\_

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*I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.*

*I authorize investigation on all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization or such information.*

*I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.*

*This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.*

*I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law the company will provide me with a written notice regarding the use of these reports and will also obtain separate written authorizations from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment.*

*In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document I9 form upon hire.*

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

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



*I authorize Bill's Tree Service to conduct a Criminal Records Check prior to my employment.*

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

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

*Print Prospective Employee's name* \_\_\_\_\_