

# LOW MAINTENANCE LANDSCAPE inc.

## APPLICATION FOR EMPLOYMENT 2013

Low Maintenance Landscape considers our employees part of the family and treat them that way. We realize that they have families also and strive to provide a pleasant working environment that provides them with fair wages and top notch equipment to work with. For experienced employees, we provide year round work, bonuses, health insurance as well as a pleasant work and social atmosphere. Our policy is to provide equal employment opportunity to all qualified persons without regard to race, color, religious belief, sexual preference, gender, age, national origin, ancestry, physical or mental disability, or veteran status.

### PERSONAL INFORMATION

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_

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

Home Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

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

Position applied for; (circle one) SKILLED LABORER / LANDSCAPE SUPERVISOR / LANDSCAPE DESIGNER / MAINTENANCE SUPERVISOR / other \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_

When can you start? \_\_\_\_\_ Desired Wage \$ \_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.)  Yes  No

Are you looking for temporary seasonal work?  Yes  No

Are you looking for full-time employment?  Yes  No

If no, what hours are you available? \_\_\_\_\_

In the past five years, have you been convicted of, pled guilty to or pled no contest to a felony? (This will not necessarily affect your application for employment)  Yes  No

If yes, please explain. \_\_\_\_\_

### EDUCATION HISTORY

<i>Name and Location</i>	<i>Years attended</i>	<i>Did you Graduate?</i>
High School _____	_____	_____
College _____	_____	_____
Post-College _____	_____	_____
Technical Training _____	_____	_____

In addition to your work history, are there other skills, qualifications, or experience that we should consider? \_\_\_\_\_

## EMPLOYMENT HISTORY (Start with most recent employer)

Company Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_  
Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_  
May we contact?  Yes  No  
Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_  
Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_  
May we contact?  Yes  No  
Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_  
Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_  
May we contact?  Yes  No  
Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## U.S. MILITARY SERVICE

Branch of Service \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_  
Starting Rank \_\_\_\_\_ Ending Rank \_\_\_\_\_ Discharge Date \_\_\_\_\_  
Training/Experience Received \_\_\_\_\_

## REFERENCES (May include up to one family member or relative)

Name / Occupation / Years Known / Address / Phone #

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please list any additional information that relates to your ability to perform the job for which you have applied such as licenses, professional memberships, hobbies, etc. \_\_\_\_\_

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

## JOB DESCRIPTION and REQUIREMENTS (for all positions)

The following functions, skills and tasks may be an essential requirement for the position you are applying for. All positions may occasionally perform most of these functions at one time or another. Please rate your ability to perform the following functions / skills using a scale of 1 to 10. We need an honest assessment of your experience in order to determine your starting pay and expectations we will have of you during your evaluation period. Most of the skills can be learned and we have started people in the past with little or no experience. "Yes" indicates a task or skill that will be needed for that position. **(1 = CANNOT PERFORM AT ALL and 10 = CAN EASILY PERFORM)**

This applies to the following positions:

**SKILLED LABORER**

**MAINTENANCE SUPERVISOR**

**LANDSCAPE SUPERVISOR**

**LANDSCAPE DESIGNER**

Rate Yourself (1 to 10 scale)	<b>Personal qualities</b>	Skilled Laborer	Maint. Supervisor	Landscape Supervisor	Landscape Designer
	Reliable personal transportation to the job (getting to work)	yes	yes	yes	yes
	Reliability and being on time to work (within 5 minutes)	yes	yes	yes	yes
	Management of job paperwork (returning and completing paperwork)		yes	yes	yes
	Direction (keeping yourself busy with something to do; avoiding distraction)	yes	yes	yes	yes
	Promptness and timeliness (getting jobs done on time)	yes	yes	yes	yes
	Positive attitude at work (not bringing others down)	yes	yes	yes	yes
	Good motivational skills	yes	yes	yes	yes
	Customer relations and friendliness	yes	yes	yes	yes
	Choosing the best method for the task (working smart, not wasting energy & time)	yes	yes	yes	yes
	Authoritative communication skills (giving clear, direct instruction to laborers)		yes	yes	
	Crew management (making sure laborers are working effectively and smart)		yes	yes	
	Efficient mobilization practices (avoiding unnecessary travel)		yes	yes	
	Maintaining the highest level of quality work (not cutting corners)	yes	yes	yes	yes
	Willingness to work in less than ideal conditions (light rain, cold, heat, humidity)	yes	yes	yes	yes
	Willingness to occasionally work late or on Saturdays	yes	yes	yes	yes
	Willingness to occasionally travel (work away from home)	yes	yes	yes	yes
	Familiarity with the city of Lawrence (directions to a job)	yes	yes	yes	yes
Rate Yourself (1 to 10 scale)	<b>Skilled Laborer tasks / functions</b>	Skilled Laborer	Maint. Supervisor	Landscape Supervisor	Landscape Designer
	Use a shovel to dig trenches or install plants up to several hours per day	yes	yes	yes	
	Lift up to 60 lbs shoulder high	yes	yes	yes	
	Occasionally lift up to 120 lbs waist high	yes	yes	yes	
	Bend and / or squat repeatedly	yes	yes	yes	
	Use hands to grip and move objects up to several hours	yes	yes	yes	
	Occasionally perform tasks requiring repeated extension of arms over head	yes	yes	yes	
	Walk and or unload items for several hours per day	yes	yes	yes	
	Occasionally perform repeated tasks such as potting up plants all day	yes	yes	yes	
	Ability to follow multiple instructions / orders simultaneously	yes	yes	yes	
	Willingness to listen and learn a new task	yes	yes	yes	
	Working well with others / respecting the chain of command from supervisors	yes	yes	yes	yes

Rate Yourself (1 to 10 scale)	<b>Landscape Equipment / tool operation</b>	Skilled Laborer	Maint. Supervisor	Landscape Supervisor	Landscape Designer
	Good driving record (defensive driving habits & valid drivers license)		yes	yes	yes
	Safe operation of large vehicles (vans, pick-up trucks)		yes	yes	
	Safe operation of trailers (backing up)		yes	yes	
	Maintaining vehicles (checking all fluids, ect.)		yes	yes	
	General Rototiller skills (how to start, operate properly, fuel, troubleshoot)	yes	yes	yes	
	General Power cart skills (how to start, operate properly, fuel, troubleshoot)		yes	yes	
	General mini-tiller skills (how to start, operate properly, fuel, troubleshoot)	yes	yes	yes	yes
	General leaf blower skills (how to start, operate properly, fuel, troubleshoot)	yes	yes	yes	yes
	General weed eater skills (how to start, operate properly, fuel, troubleshoot)	yes	yes	yes	yes
	General hedge sheer skills (how to start, operate properly, fuel, troubleshoot)	yes	yes	yes	yes
	General leaf vacuum skills (how to start, operate properly, fuel, troubleshoot)	yes	yes	yes	yes
	General tree saw skills (how to start, operate properly, fuel, troubleshoot)		yes	yes	
	General chainsaw skills (how to start, operate properly, fuel, troubleshoot)		yes	yes	
	Knowledge of proper fuel mix and preparation for all equipment	yes	yes	yes	yes
	Equipment organization (putting them back where they belong)	yes	yes	yes	yes
	Small equipment troubleshooting and minor repair (what to watch for)		yes	yes	
	Tool and equipment care (cleaning tools, not breaking tools)	yes	yes	yes	yes
	Large equipment operation (Bobcats, Power House, Trencher, Rear-tine tillers)		yes	yes	
	Hand tool organization (putting them back where they belong)	yes	yes	yes	yes
	Hand tool operation (how and what to use)	yes	yes	yes	yes
	Small tool organization (putting them back in tool boxes, not loosing them)	yes	yes	yes	yes
	Loading necessary equipment for each job (not forgetting stuff)	yes	yes	yes	yes
	Proper safety techniques with equipment (how to fore-see danger)	yes	yes	yes	yes
	Proper safety equipment (when to use gloves, goggles, steel toe shoe's)	yes	yes	yes	yes
Rate Yourself (1 to 10 scale)	<b>Landscape construction skills</b>	Skilled Laborer	Maint. Supervisor	Landscape Supervisor	Landscape Designer
	Knowledge of demolition techniques (how to remove unwanted items)		yes	yes	
	Knowledge of bed preparation techniques (how to efficiently prepare a bed)		yes	yes	
	Knowledge of excavation techniques (what method or tool to use)		yes	yes	
	Grading techniques and drainage (not leaving low spots)		yes	yes	
	Knowledge of proper planting techniques	yes	yes	yes	yes
	Avoiding plant damage in transit (proper loading techniques / deliveries)	yes	yes	yes	yes
	Knowledge of general mulching techniques (avoiding plant damage)	yes	yes	yes	yes
	Knowledge of watering techniques (insuring good root to soil contact)	yes	yes	yes	yes
	Knowledge of installation of drainage systems (french drains / drain extensions)		yes	yes	yes
	Knowledge of steel edging installation techniques		yes	yes	
	Installation of stone patios (stable, level stonework that won't move)		yes	yes	
	Installation of stone retaining walls / edging (stable walls that won't move)		yes	yes	
	Installation and construction of water gardens			yes	
	Installation of fences, decks and pergolas		yes	yes	yes
	Knowledge of working with concrete and mortar		yes	yes	yes
	Recognition / awareness of underground cables (where are they likely to be)	yes	yes	yes	yes
	Supply and material acquisition knowledge (what stores to get stuff at)		yes	yes	yes
	special techniques; using the leaf blower to apply mulch		yes	yes	yes
	special techniques; using the mini-tiller for pulling dirt	yes	yes	yes	yes
	special techniques; using the mini-tiller to cut bed edges	yes	yes	yes	yes
	special techniques; using the leaf blower remove dry dirt	yes	yes	yes	yes
	special techniques; using the weed eater to scalp thick lawn prior to rototilling	yes	yes	yes	yes
	Maintaining clean and organized work environment	yes	yes	yes	yes

Rate Yourself (1 to 10 scale)	Landscape Maintenance Skills	Skilled Laborer	Maint. Supervisor	Landscape Supervisor	Landscape Designer
	Customer knowledge (what each maintenance customer wants)		yes	yes	yes
	Knowledge of fertilizer application (what to fertilize, how much)	yes	yes	yes	yes
	Recognizing plant problems & what to do (nutrient, insect, disease problems)		yes	yes	yes
	Weed identification (recognizing what is a weed & whats something we planted)	yes	yes	yes	yes
	Weed control (when to spray, when to pull, what type of root system)		yes	yes	yes
	Knowledge of shrub pruning (what to prune, how to prune, what tool to use)	yes	yes	yes	yes
	Knowledge of perennial maintenance(what to trim, how to trim,what tool to use)	yes	yes	yes	yes
	Knowledge of chemical preparation techniques (mixing chemicals)		yes	yes	yes
	Proper application of round-up (when and how to use tank-sprayer)		yes	yes	yes
	Knowledge of nursery and growing techniques		yes	yes	yes
Rate Yourself (1 to 10 scale)	Landscape Design Skills	Skilled Laborer	Maint. Supervisor	Landscape Supervisor	Landscape Designer
	Site measurement skills (accuracy, completeness)				yes
	Design skills (developing plans, combining plants into a design)				yes
	Design layout skills ( placing plants and marking bed areas)			yes	yes
	Ability to improvise and make correct revisions to a plan (at the job)			yes	yes
	Basic Computer skills (windows, MS word, MS Excel, Quickbooks)				yes
	Advanced Computer skills (software operation; Autocad, Landcadd)				yes
	Plant and horticultural knowledge ( growing conditions)		yes	yes	yes
	Plant identification and recognition (knowing what it is)		yes	yes	yes
	Estimating skills (pricing the project)				yes
	Design presentation skills (selling the project)				yes
	Customer service and plant replacements		yes	yes	yes

## APPLICANT'S STATEMENT

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history. I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the president, has any authority to alter the foregoing. I also agree to submit any job-related medical exams or drug tests that might be required. I understand that this company reserves the right to perform preliminary background checks and at-random drug testing if needed.

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