

# Cayuga Landscape Co., Inc.

2712 North Triphammer Road \* Ithaca, NY 14850

607-257-3000 \* FAX 607-257-5242

## LANDSCAPE EMPLOYMENT APPLICATION

DATE: \_\_\_\_\_

### PERSONAL INFORMATION: (Please print clearly)

NAME \_\_\_\_\_ SOC.SEC. #/TAX ID NO. \_\_\_\_\_

First Middle Initial Last

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ E-mail \_\_\_\_\_

Are you 16 years of age or over?  YES  NO (Proof of age or a work permit may be required.)

### In Case of Emergency Notify:

NAME \_\_\_\_\_ TELEPHONE (\_\_\_\_) \_\_\_\_\_

Last First Middle Area Code

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_

Are you able to lift and carry 80 pounds? **Y/N** Are you willing to abide by our non-smoking policy? **Y/N**

Are you able to attend our Thursday morning (7:30 a.m.) staff meetings? \_\_\_\_\_

Position Desired: \_\_\_\_\_

How did you hear of this job? \_\_\_\_\_ Date you can start work: \_\_\_\_\_

How long could you work here? \_\_\_\_\_

Type of work desired: Full-time Part-time Summer or seasonal Temporary

What salary or wage do you expect? \_\_\_\_\_

Does your schedule allow for unplanned overtime? \_\_\_\_\_ Mandatory Saturdays? \_\_\_\_\_

List schedule limitations: \_\_\_\_\_

Do you understand that your employment is at the will of Cayuga Landscape? \_\_\_\_\_

### Official Record

Have you ever been convicted of a crime? \_\_\_\_\_ If so, when? \_\_\_\_\_

For what? List all: \_\_\_\_\_

Do you have a valid NYS driver's license? \_\_\_\_\_ What class? \_\_\_\_\_

Driver's License number: \_\_\_\_\_

List any infractions: \_\_\_\_\_

### SCHOOL MOST RECENTLY ATTENDED:

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

GRADUATED? Yes  No  NOW ENROLLED? Yes

Sports or activities? \_\_\_\_\_

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## MOST RECENT EMPLOYMENT:

COMPANY \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

POSITION \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ DATES WORKED: FROM \_\_\_\_\_ TO: \_\_\_\_\_

WAGE \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

Mgmt. ref. ck. done by \_\_\_\_\_

COMPANY \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

POSITION \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ DATES WORKED: FROM \_\_\_\_\_ TO: \_\_\_\_\_

WAGE \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

Mgmt. ref. ck. done by \_\_\_\_\_

DO WE HAVE YOUR PERMISSION TO CONTACT YOUR CURRENT EMPLOYER?  YES  NO

IF NO, PLEASE EXPLAIN: \_\_\_\_\_

## REFERENCES: (Please do not use family members)

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

## SKILLS:

List amount of experience, degree of skills and personal strong points: \_\_\_\_\_

Farm experience? \_\_\_\_\_ Construction experience? \_\_\_\_\_

Equipment operation and repair? \_\_\_\_\_

Landscape/Nursery skills? \_\_\_\_\_

Terms of Employment: I authorize investigation of all statements contained in this application. I understand and agree that my employment is for no definite period and may, regardless of the date of payment of wages, be terminated at any time without any previous notice. Furthermore, I understand and agree that it is my responsibility to read and abide by the conditions in the current Cayuga Landscape Staff Handbook.

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

## Office Use Only

Hire Date: \_\_\_\_\_

Wage: \_\_\_\_\_

Which crew do you expect this employee to work with most regularly? \_\_\_\_\_