

# Job Application



Applicant Name:
Date:

Thank you for your interest in MLS Landscape and Design, Inc. Your application will be considered regardless of race, creed, color, sex, age, national origin, or handicap. To enable us to properly evaluate this application, please answer all questions carefully and as completely as possible.

## Personal Information

First Name:	Last Name:	ME:	Date:
Address:			Phone:
City:	State:	Zipcode:	Cell:
Have you ever applied for employment with us? <input type="checkbox"/> Yes, Date: _____ <input type="checkbox"/> No			Email:
Are you between the ages of 16 and 70? <input type="checkbox"/> Yes <input type="checkbox"/> No			SS#:

## Employment Data

Position Desired: <input type="checkbox"/> Crew Member <input type="checkbox"/> Crew Leader <input type="checkbox"/> Other _____	<input type="checkbox"/> Seasonal <input type="checkbox"/> Year Round
How many days of the week can you work? <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> H <input type="checkbox"/> F <input type="checkbox"/> _____ <input type="checkbox"/> THEY ARE WITH	# of Hours Preferred:
When will you be available to begin work?	Are you a US Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
How did you hear about us?	Are you authorized to work in the US?
Current Professional License	Type: _____ Year: _____ State: _____ Number: _____

## Personal Information

Have you ever been convicted of a misdemeanor or a felony since the age of 18? If yes please explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever received Workman's Compensation or Disability Income Payments? If yes please explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you physical defects which preclude you from performing certain jobs? If yes please explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Education

School:	From _____ to _____	Degree:	Area of Study:
School:	From _____ to _____	Degree:	Area of Study:
School:	From _____ to _____	Degree:	Area of Study:

## Employment History

Employer:	Supervisor:	Start Date:
Address:		End Date:
City:	State:	Zipcode:
Phone:		
Position:	Job description:	
Reason for leaving:		

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Address:		End Date:
City:	State:	Zipcode:
Phone:		
Position:	Job description:	
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Address:		End Date:
City:	State:	Zipcode:
Phone:		
Position:	Job description:	
Reason for leaving:		

Are there any employers listed above you do not wish us to contact? If yes, please indicate:

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Please give any other information on your experience or abilities which you believe would assist us in evaluating your qualifications: (special training/skills, languages, machine operation, etc.)

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## References

Name:	Relationship:	Email:	Phone:
Name:	Relationship:	Email:	Phone:
Name:	Relationship:	Email:	Phone:
Name:	Relationship:	Email:	Phone:

# Staff Questionnaire

What type of work did you do in your last job?

Why did you leave your last job?

What would you change about your previous supervisor's management style?

What would you like to be doing 3 years from now?

What are your strong points as related to the workplace?

List the specific skills you have as related to the job you are applying for.

Are there any restrictions on the hours you are available to work?

What type of work are you most experienced with?

- |   |   |
|---|---|
| <input type="checkbox"/> Sprinkler Installation | <input type="checkbox"/> Construction Equipment |
| <input type="checkbox"/> Landscape Installation | <input type="checkbox"/> Construction Labor     |
| <input type="checkbox"/> Landscape Maintenance  | <input type="checkbox"/> Other                  |

What specific types of equipment are you experienced with

Do you have a current Iowa Drivers License?

# Staff Questionnaire

MLS Landscape and Design, Inc. is required by state and federal laws to furnish statistical data and to maintain records of certain population characteristics of those applying for a job with us. The information you supply will be used for statistical purposes only. If you are offered employment with MLS Landscape and Design, Inc., it will not be used as employment criteria. MLS Landscape and Design, Inc. is an equal employment opportunity employer supporting diversity in the workplace. Thank you for your cooperation in completing this form.

First Name:	Last Name:	ME:	Date:
Address:			Phone:
City:	State:	Zipcode:	Cell:
Check all applicable: <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Dissabled Individual			Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Ethnic Origin: <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Other			

How did you learn of this position?

- |  |  |
|--|--|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Walk-in                   |
| <input type="checkbox"/> Friend        | <input type="checkbox"/> Agency (Give Name) _____  |
| <input type="checkbox"/> Relative      | <input type="checkbox"/> Other (List Source) _____ |

## NOTICE TO ALL EMPLOYEES & APPLICANTS

### Operating Statement:

It is the policy of MLS Landscape and Design, Inc. to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age, or disability. Such action shall include: employment, upgrading, demotion, or transfer, requirement or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including: apprenticeship, preapprenticeship, or on-the-job training.

We encourage all employees to refer female and minority applicants.

### Designation of EE/ AA Officer: MLS

Landscape and Design, Inc. has designated Mark Klein, Granville, IA 712-727- 3800 as EEO/ AA Officer. Mark Klein has the responsibility to effectively administer and promote this Policy, and is assigned adequate authority and responsibility to do so. We appoint our foremen as the project EEO/ AA Officer.

### Training Letter: MLS

Landscape and Design, Inc. has an approved on-the-job/informal training and promotion program. MLS will advise prospective and current employees of available training opportunities through office posting and supervisor referral. The qualifications are that you must be an employee of good standing and supervisory approval. MLS will assure that all training and promotions are open to all employees without regard to race, religion, sex, color, national origin, age disability, or any other classifications protected by federal, state or local laws.

Annual meeting with employees will be held to obtain employee input. MLS will assess and evaluate the training and promotion opportunities for any interested employees yearly through his/her performance review.

For further information, please contact:

Jeanne Kuiper  
Granville, IA  
712-727-3800 x4

I have read and completely understand the EEO policy.

Name:	Date:
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