



APPLICATION FOR EMPLOYMENT

Office Use Only

Interview--Date/Time:
Rating:
Comments:

The Garden Place is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

DATE OF APPLICATION: ***Please Print***

Name Last First Middle

Address Street City State Zip

Cell # If necessary, best time to call you is: AM. or P.M.

Email Address

Position(s) applied for:

Referral Source (e.g., Walk-in, Job Posting, social media, etc.)

Have you applied at The Garden Place before? Yes No

If yes, when and for which positions?

Have you ever been employed at The Garden Place before? Yes No

If yes, give dates: From To Supervisors Name:

What language(s) do you speak fluently? If you are under the age of 18, please state your age:

Do you agree to a pre-employment drug screen? Yes No

Are you lawfully authorized to work in the United States? Yes No

Can you provide documentation? Yes No

Schedule Availability:

Date available for work Salary / Hourly Wage Desired:

Full-Time Part-Time Seasonal Temporary Weekends

Specify days you are not available:

Will you work overtime if required? Yes No

Have you been convicted of a crime, felony, or misdemeanor within the last 10 years? Yes No

If yes, please describe:

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company?

Yes No If yes, please explain:

Employment History**Starting with your most recent employer first.

Employer _____ Telephone # _____

Street Address _____ City _____ State _____ Zip _____

Dates Employed _____ Month / Year _____ Month / Year _____

Job title/Rate of Pay _____ Reason for Leaving _____

Immediate Supervisor & title (for most recent position held). _____ May we contact for a reference? _____

Summarize the type of work performed and job responsibilities. _____

Employer _____ Telephone # _____

Street Address _____ City _____ State _____ Zip _____

Dates Employed _____ Month / Year _____ Month / Year _____

Job title/Rate of Pay _____ Reason for Leaving _____

Immediate Supervisor & title (for most recent position held). _____ May we contact for a reference? _____

Summarize the type of work performed and job responsibilities. _____

Employer _____ Telephone # _____

Street Address _____ City _____ State _____ Zip _____

Dates Employed _____ Month / Year _____ Month / Year _____

Job title/Rate of Pay _____ Reason for Leaving _____

Immediate Supervisor & title (for most recent position held). _____ May we contact for a reference? _____

Summarize the type of work performed and job responsibilities. _____

Explain any gaps in your employment, other than those due to personal illness, injury, or disability.

Skills and Qualifications

Summarize any special training, skills, languages, licenses, and/or certificates that may assist you in performing position for which you are applying:

Describe your computer skills (Include software titles and level of experience, such as basic, intermediate, or advanced.)

Educational Background (Starting with your most recent school attended, provide the following information)

School (include City & State) #of Years Completed / Graduated (Yes/No) Degree: Major / Minor

Highschool _____

College/University _____

Trade / Tech School _____

Other _____

References

List names and telephone numbers of three work references who are not related to you and are not previous supervisors. If not applicable, list three personal references who are not related to you.

Name Title Relationship to you Telephone number Email # of years known

Applicant Statement

I certify that all the information I have provided to apply for and secure work with The Garden Place is true, complete, and correct.

I expressly authorize, without reservation, The Garden Place, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding The Garden Place, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that The Garden Place does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 120 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and The Garden Place reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period of definite duration. I understand that no supervisor or representative of The Garden Place is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that reasonable safeguards will be taken to protect all personal information provided or obtained in conjunction with the application for employment. My personal information may be shared with The Garden Place's affiliate(s) and third parties engaged by The Garden Place to perform services for the employer. Any personal information shared with an affiliate or third party is to be used solely to perform the services requested by The Garden Place.

This company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex (including pregnancy), race, color, religion, national origin, citizenship, age, disability, genetic information, or any other protected status under applicable federal, state, or local law.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ **Date** ____/____/____