



PO Box 245
Gales Ferry, CT 06335

Landscape Division:
(860)235-0752

Tree Division:
(860)884-9563

Lawn Care Division:
(860)334-8558

MANAGER USE ONLY

Rate of Pay _____

Offer Date _____ First Day _____

Hired By _____

Design Installation Maintenance Tree Care

Reason Not Hired _____

EMPLOYMENT APPLICATION

Name: _____ Email Address: _____ Phone: (____) _____

Present Address: _____ [_____] Apartment #

Are you legally permitted to be employed in the U.S? Yes No

If offered employment, you will, as a condition of employment, be required to provide proof of identity and legal right to work in the U.S.

Referral Source: Ad Recruitment Other _____ Describe

Friend Relative _____ (Name if employee of Sprigs & Twig, Inc)

Position applied for: _____

Salary Requirements/Expectations: (Do not leave blank or say "Negotiable") _____

PERSONAL INFORMATION

School most recently attended: _____

Location _____ Last Grade Completed _____ Grade Point Average _____

Did you receive a degree? Yes No If yes, what degree _____

Other education (Trade School, etc.) _____

During the past 7 years, have you been convicted of a crime other than misdemeanors and traffic violations? Yes No

An affirmative answer to this question may not necessarily disqualify you from employment. Each circumstance will be weighed and considered in relationship to the position for which you are applying.

If so, explain briefly: _____

Emergency contact: (Name) _____ Daytime phone (____) _____

Do you presently have a valid driver's license? Yes No Do you presently have a valid CDL? Yes No

Possession of a current and valid driver's license is required for positions which include driving in the course of work.

Number _____ State _____ Type _____ Expiration Date _____

Have you ever had a DUI violation? Yes No If yes, date _____

Have you had a traffic citation within the last 3 years? Yes No

If yes, describe _____

EMPLOYMENT HISTORY

List name of last two (2) employers:

Business Name _____ From ____/____/____ Until ____/____/____
Position: _____
Name & title of last supervisor _____ Phone (____) _____
Location: _____
Reason for leaving: _____
What was your starting rate of pay on your last job? _____ Ending rate of pay? _____

Business Name _____ From ____/____/____ Until ____/____/____
Position: _____
Name & title of last supervisor _____ Phone (____) _____
Location: _____
Reason for leaving: _____
What was your starting rate of pay on your last job? _____ Ending rate of pay? _____

Mark on list below work in which you are qualified. Indicate amount of time you have practiced the skill:

- Landscape Design _____
- Landscape Installation _____
- Landscape Maintenance _____
- Arborist _____
- Tree Climbing _____
- Tree Ground Crew _____
- Lawn Care _____
- Equipment Operator _____
- Administrative _____
- Horticulture _____
- Drainage/Erosion Control _____
- Other _____

ESSENTIAL FUNCTIONS (ability to perform the following tasks is required for some positions at Sprigs & Twig, Inc)

- | | | | | | |
|--|------------------------------|-----------------------------|---|------------------------------|-----------------------------|
| Sit 1 hour daily? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Make repetitive movements frequently with the left and right hand, wrist, ankle, knee? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Stand 8 hours daily? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Twist/turn the trunk of the body frequently? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Walk 8 hours daily? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Frequently bend/stoop, push/pull, and step up/down? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Lift 2 hour daily? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Occasionally squat, crawl, climb, reach overhead, crouch, kneel & balance? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Push/pull 4 hours daily? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Work on unprotected heights (working from a ladder)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Bend/stoop 4 hours daily? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Work around moving machinery? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Lift/Carry 0-50 pounds frequently? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Work in changes of temperature and humidity? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Lift/Carry 51-100 pounds occasionally? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Perform close vision work using a computer monitor for 1-3 hours daily? (If applicable) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Push/pull 35-50 pounds frequently? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Other: _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Push/pull 51-100 pounds occasionally? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | |

Please note: there may be additional functions essential to the specific job for which you are applying. A job description is available upon request.

A CONDITION OF HIRE IS PASSING COMPANY POST-OFFER/PRE-EMPLOYMENT DRUG SCREENING.

I certify that the information contained in this application is correct to the best of my knowledge and understand that deliberate falsification of this information is grounds for dismissal in accordance with Sprigs & Twigs, Inc policy. I authorize the former 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 all parties from all liability for any damage that may result from furnishing same to you.

Sprigs & Twigs, Inc is an equal opportunity employer. It is our policy to comply fully with all applicable federal, state and local laws prohibiting discrimination on the basis of race, religion, sex or national origin, age (over 40) or any other basis provided by such laws. Information requested on this application will not be used for any purpose prohibited by law.

Sprigs & Twigs, Inc is an at-will employer, the employer or employee can terminate employment at any time for any reason or no reason.

Date _____ Applicant Signature _____