



Envisioning Green Application for Employment

Name: _____
Last First Middle

Address: _____
Number Street Apt#

Address: _____
City State Zip

Telephone: (____) _____ Social Security #: _____ - _____ - _____

Referred by (ex. person, found online, etc.): _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Envisioning Green is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring, and promotion practices are performed without regard to the above listed items. The receipt of this application does not mean that job openings exist and does not obligate us in any way. We appreciate your interest in Envisioning Green.

ALL QUESTIONS MUST BE ANSWERED

Write "N/A" if the question is not applicable.

Envisioning Green is a Drug Free Workplace.



Green Services, Inc. d/b/a Envisioning Green

Personal Information:

(Please Print)

Date of application: ____/____/____ Position(s) applied for:_____

Wage/Salary Expectation:_____ Date able to start work: ____/____/____

Have you filled out an application here before? Yes ___ No ___ If yes, Date/Location:_____

Have you ever been employed here before? Yes ___ No ___ If yes, Date/Location:_____

Are you presently employed? Yes ___ No ___ May we contact your present employer? Yes ___ No ___

Does your present employer know your plans to change employment? Yes ___ No ___

Why do you desire to make a change?_____

Are you on a layoff and subject to recall? Yes ___ No ___

Have you ever been discharged or asked to resign from a position? Yes ___ No ___ If yes, explain:_____

How much time have you been absent from work in the past 12 months? _____

If you have missed more than 5 days of work in the past year please explain:_____

Do you have reliable transportation? Yes ___ No ___

Have you ever held a position of trust (i.e. handling money or confidential information)? Yes ___ No ___

If yes, please describe:_____

Are you legally eligible to work in the United States? Yes ___ No ___

(Proof of citizenship/immigration status & identity is required upon employment)

Do you have a valid drivers license? Yes ___ No ___ State:_____ Number: _____

If no, please explain: _____

When will your drivers license be reinstated? _____

List 3 things that are important to you in a work environment.

1): _____

2): _____

3): _____

Why do you want to work at Envisioning Green? _____



Green Services, Inc. d/b/a Envisioning Green

References

Name	Contact Number	Relation	How long have you known this person?
1)			
2)			
3)			

Full employment history **must be filled out entirely** (even if accompanied by a resume)

Start with your present or most recent employer. Please be specific about your job and all positions held.

Employer	Dates Employed		Summary of Work Performed & Job Responsibilities
	From (MO/YR)	TO (MO/YR)	
Address, City, State, Zip			
	Phone:		
Job Title	Wage/Salary		
	Starting	Final	
Supervisor			
Resigned___ Terminated___			
State Reason:			

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	From (MO/YR)	TO (MO/YR)	
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Address, City, State, Zip	Phone:		
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	Starting	Final	
Supervisor			
Resigned___ Terminated___			
State Reason:			

What other relevant work experience do you have that you feel will be beneficial to this job?

What kind of equipment do you have experience with and are able to safely operate? Please describe:



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Special skills and qualifications:

Summarize special skills and qualifications acquired from employment or other experience:

List professional, trade, business, or civic activities, and offices held: _____

Are you able to speak in any foreign languages? Yes ___ No ___ What languages? _____

Are you able to write in any foreign languages? Yes ___ No ___ What languages? _____

Education and schooling:

Schooling	Years Completed	Degree Rec. & Major Subject	Name of School	Location	Did you graduate?
Grammar or High School					
Trade Bus. or Correspondence					
College					
Graduate School					

Honors Received: _____

Agreement

The facts set forth above in my application for employment are true and complete. I understand that false statements or omission of information on this application or any other employment form may lead to my dismissal or denial of employment. You are hereby authorized to make any investigation of my personal history, financial, criminal, credit, and motor vehicle records through any investigative or credit agencies or bureaus of your choice. However, no background check will be performed until after an interview is set up. You are also authorized to administer personality profile tests that verify my background. A criminal record or sentence is not an automatic disqualification for employment and a background check will not be used in deciding to pass on employment without a copy being provided to the applicant. I agree to submit to any drug or alcohol testing prior to or after employment and I agree to submit to a medical evaluation, if required.

I hereby release and forever discharge Green Services Inc., d/b/a Envisioning Green (including its directors, officers, employees, and agents) and my past/or present employers (their directors, officers, employees, and agents) from any liabilities which may result from an investigation of my past/or present employment or from the disclosure of such information. I authorize the use of any information in this application to verify my statements and I authorize the past employers, doctors, and all references and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record.

I understand that if my application is accepted, that employment with Green Services Inc., d/b/a Envisioning Green at all times is employment "at will". It is further understood that this "at will" relationship may not be changed by any written document, verbal statements, or by conduct. I further understand that my "at will" employment may be terminated at any time by myself or Green Services Inc., d/b/a Envisioning Green and also includes no guarantee, contract, or promise of employment for any specific length of time. I understand that the first ninety (90) days of employment is a new hire introductory period.

Signature of applicant _____ Date _____