



EMPLOYMENT APPLICATION

GREEN VIEW COMPANIES

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Corporate Offices
2700 W. Cedar Hills Drive
Dunlap, IL 61525

Branch Offices: Champaign/Urbana
Bloomington/Normal
Springfield
Woodford Co. Farm

Green View Companies refers to any of the following companies: Green View Nursery, Inc., Green View Landscaping Co., or Green View Design Group, Inc. Federal law prohibits discrimination in employment practices because of race, religion, sex, age, disability, citizenship status or national origin. State law also prohibits other discrimination. We are an equal opportunity employer. The company reserves the right to require drug tests of any applicant or employee.

PERSONAL BACKGROUND

(please print)

NAME: LAST			FIRST		MI		SOCIAL SECURITY NO:		
ADDRESS						HOME TELEPHONE			
CITY		STATE/ZIP				CELL PHONE		EMAIL	
Are you older than 18 years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO					If you are under 18, can you furnish a work permit if required? <input type="checkbox"/> YES <input type="checkbox"/> NO				
Have you the legal right to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO					Date available for work		Desired rate of pay		
Employment is subject to verification that applicant meets legal age and U.S. work permit requirements.									
Position applied for:						Date of application			
Referral source <input type="checkbox"/> Advertisement <input type="checkbox"/> Employee <input type="checkbox"/> Relative <input type="checkbox"/> Govt. Employ. Agency <input type="checkbox"/> Internet <input type="checkbox"/> Walk-in <input type="checkbox"/> Private Employ. Agency <input type="checkbox"/> Other _____						Name of source (if applicable)			
Do you have friends or relatives working for Green View? <input type="checkbox"/> YES <input type="checkbox"/> NO						If yes, list names:			
Have you ever been employed here before? <input type="checkbox"/> YES <input type="checkbox"/> NO			If yes, give dates, position, supervisor						
Type of employment desired <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Educ. Coop./Internship									
Green View Branch Applying at:					Are you willing to work evenings, weekends, or holidays if required? <input type="checkbox"/> YES <input type="checkbox"/> NO				
DAYS AND HOURS AVAILABLE:					Is there any reason why you would not be able to get to work regularly and on time? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, explain:				
DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
FROM:									
TO:									
Have you ever served in the US military? <input type="checkbox"/> YES <input type="checkbox"/> NO									
Have you ever been convicted of or pleaded guilty to a criminal offense? (A conviction record is not necessarily disqualifying and you need not disclose sealed or expunged records of any arrest or conviction.) <input type="checkbox"/> YES <input type="checkbox"/> NO					If yes, give specifics:				

Have you ever been dismissed or forced to resign from any employment? <input type="checkbox"/> YES <input type="checkbox"/> NO:		If yes, identify name(s) and relevant date(s).	
Except for vacations and holidays, how many work days were you absent during the most recent calendar year? <input type="checkbox"/> 0-5 days <input type="checkbox"/> 6-10 days <input type="checkbox"/> 11-15 days <input type="checkbox"/> 16 + days			Comments:
Do you have reliable transportation to enable you to get to work consistently and on time? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Do you possess a valid driver's license? <input type="checkbox"/> YES <input type="checkbox"/> NO		Has your license ever been restricted, suspended, or revoked? <input type="checkbox"/> YES <input type="checkbox"/> NO	
		Driver's license no	
		State of Issue:	
CDL class and/or endorsements?			

EDUCATIONAL BACKGROUND

Names & Locations of High Schools, Colleges, Universities, Special Programs	Diploma/Degree Earned	Graduation Date	College Major	College Minor	Grade Pt. Avg.

REFERENCES

List name and telephone number of three business/work related references who are not related to you. If not applicable, list three school or personal references who are not related to you.

Name	Relationship	Telephone	No. years known

Any other information or relevant coursework you would like us to consider?

EMPLOYMENT HISTORY

Provide the following information on your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in the Comments section below.

Employer	Telephone ()	Dates Employed From To		Summarize the type of work performed and job responsibilities
Address		Mo/Year	Mo/Year	
Starting job title/final job title		Hourly Rate/Salary Starting		
Immediate supervisor and title		\$	Per	
Reason for leaving		Hourly Rate/Salary Final		
May we contact for reference? [] YES [] NO [] LATER		\$	Per	
Employer	Telephone ()	Dates Employed From To		
Address		Mo/Year	Mo/Year	
Starting job title/final job title		Hourly Rate/Salary Starting		
Immediate supervisor and title		\$	Per	
Reason for leaving		Hourly Rate/Salary Final		
May we contact for reference? [] YES [] NO [] LATER		\$	Per	
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May we contact for reference? [] YES [] NO [] LATER		\$	Per	
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Starting job title/final job title		Hourly Rate/Salary Starting		
Immediate supervisor and title		\$	Per	
Reason for leaving		Hourly Rate/Salary Final		
May we contact for reference? [] YES [] NO [] LATER		\$	Per	

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May we contact for reference? [] YES [] NO [] LATER		\$	Per	

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Reason for leaving		Hourly Rate/Salary Final		
May we contact for reference? [] YES [] NO [] LATER		\$	Per	

Comments (including explanation of any gaps in employment)

APPLICANT STATEMENT (Please read this carefully)

The facts set forth above are true and complete. I hereby authorize investigation of all statements contained in this application and full disclosure of my prior education, work records and motor vehicle records, as well as my credit history, if applicable. I understand that employment is contingent upon this investigation and, if employed, false, or misleading statements or omissions in this application shall be considered sufficient cause for dismissal.

I recognize that any employment offered will be conditional on satisfactory completion of a pre-employment physical examination. I also agree that I will voluntarily submit to a drug screening if the company deems such screening to be necessary. I acknowledge that a positive drug test is sufficient reason to terminate employment or for a refusal to hire.

I hereby release both the Company, any prior employer, school or credit reporting agency, motor vehicle reporting agency, including their agents, employees, representatives or attorneys, from all liability which may arise from the providing or use of any personal, employment, school or credit references, motor vehicle reports, and from any obligation or provide me with written notification of such disclosure. I understand that this may include a record of disciplinary action assessed by previous employers or schools. I also understand that, if employed, I will initially be placed on probationary status. Further, I release the Company, including its agents, employees, representatives and attorneys from all liability relating in any way to the pre-employment physical examination and drug screening process.

No Contracts of Employment

I recognize that his application is not an offer to enter into a contract or contract of employment. I further recognize and agree that if I am employed by the Company, such employment will not result in a contract for employment and that the Company may terminate my employment at any time for any reason. I further recognize if I am employed by the Company that I will receive a salary and benefits, and be subject to rules and regulations, but I agree that salary, benefits, rules and regulations are subject to change by the Company at any time with or without notice to me. I further recognize that nothing contained in any documents published by the Company shall in any way modify the above terms, and acknowledge that these terms cannot be modified in any way by any oral or written representations made by anyone employed by the Company, except in a writing signed by the President, specifically waiving these terms and conditions.

Signature _____

Date _____

Green View Companies

Notice To Applicants:

Drug Testing & Criminal Records Search

The Green View Companies (Green View Landscaping Co.; Green View Nursery, Inc; Green View Design Group, Inc.) are a drug free work place. All new hires must pass a screening for controlled substances. Hiring by the Green View Companies is only conditional. Employment will be terminated if the controlled substance testing shows a positive test.

All new hires will have a criminal records search conducted by an outside agency. Any information received that conflicts with information provided on the Green View Employment Application may result in termination of employment.

I, _____ acknowledge I received a copy of
(Please print name)

this Notice and realize my employment is provisional on both of the above conditions being met, whether or not I have been placed on the payroll of the Green View Companies.

Dated this _____ day of _____, 20____.

By _____
(Signature)