# Sweet melissa landscaping, LLC

### Employment Application

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| --- |
| Applicant Information |
| Last Name |  | First |  | M.I. | D.O.B |  |
| Street Address |  | Apartment/Unit # |  |
| City |  | State |  | ZIP |  |
| Phone |  | E-mail Address |  |
| Date Available |  | Social Security No. |  | Desired Salary |  |
| Position Applied for |  |
| Are you a citizen of the United States? | YES [ ]  | NO [ ]  | If no, are you authorized to work in the U.S.? | YES [ ]  | NO [ ]  |
| Have you ever worked for this company? | YES [ ]  | NO [ ]  | If so, when? |  |
| Have you ever been convicted of a felony? | YES [ ]  | NO [ ]  | If yes, explain |  |
|  |
| Education |
| High School |  | Address |  |
| From |  | To |  | Did you graduate? | YES [ ]  | NO [ ]  | Degree |  |
| College |  | Address |  |
| From |  | To |  | Did you graduate? | YES [ ]  | NO [ ]  | Degree |  |
| Other |  | Address |  |
| From |  | To |  | Did you graduate? | YES [ ]  | NO [ ]  | Degree |  |
|  |
| References |
| Please list three professional references. |
| Full Name |  | Relationship |  |
| Company |  | Phone | ( ) |
| Address |  |
| Full Name |  | Relationship |  |
| Company |  | Phone | ( ) |
| Address |  |
| Full Name |  | Relationship |  |
| Company |  | Phone | ( ) |
| Address |  |

|  |
| --- |
| Previous Employment |
| Company |  | Phone | ( ) |
| Address |  | Supervisor |  |
| Job Title |  | Starting Salary | $ | Ending Salary | $ |
| Responsibilities |  |
| From |  | To |  | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? | YES [ ]  | NO [ ]  |  |
| Company |  | Phone | ( ) |
| Address |  | Supervisor |  |
| Job Title |  | Starting Salary | $ | Ending Salary | $ |
| Responsibilities |  |
| From |  | To |  | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? | YES [ ]  | NO [ ]  |  |
| Company |  | Phone | ( ) |
| Address |  | Supervisor |  |
| Job Title |  | Starting Salary | $ | Ending Salary | $ |
| Responsibilities |  |
| From |  | To |  | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? | YES [ ]  | NO [ ]  |  |
|  |
| Military Service |
| Branch |  | From |  | To |  |
| Rank at Discharge |  | Type of Discharge |  |
| If other than honorable, explain |  |
|  |
| Disclaimer and Signature |
| I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. |
| Signature |  | Date |  |

Please tell us why you are seeking employment? (i.e. career change, layoff, etc…)

What strengths will you bring to your position at Sweet Melissa Landscaping, LLC?

What do you look for in a company in which you are employed at? (i.e. positive environment, growth opportunities etc…)

Thank you for applying for a position at Sweet Melissa Landscaping, LLC. We take employment and your interest in employment with our company very seriously. The answers you provide in your application are extremely important in determining whether a position at Sweet Melissa Landscaping, LLC is right for you. We want to create an environment for our employees that is rewarding, respectful, and fulfilling. We want you to look forward to coming to work everyday.

*Sweet Melissa Landscaping, LLC is an equal opportunity employer. It is important to note that during the hiring process we require every applicant in which we are considering offering a position to, to complete a background check, drug screening, and/or other necessary tests to complete the hiring process. Sweet Melissa Landscaping, LLC will also provide a promising candidate with an Employee Handbook that they will be required to read and sign acknowledging they have read and agree to all of the policies and procedures set forth by Sweet Melissa Landscaping, LLC.*

Thank you again for your interest and we look forward to speaking with you.

Rick Malone, President

Sweet Melissa Landscaping, LLC

216-978-2383

sweetmelissalandscaping@gmail.com