



**J.W. TOWNSEND**  
LANDSCAPES

<b>OFFICE USE ONLY</b>
Date: _____
Hired: ____ Yes ____ No
Referred by: _____
Dept: _____
Rate: _____
Start Date: _____

<p align="center"><b>APPLICATION FOR EMPLOYMENT</b> PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER</p>
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**PERSONAL INFORMATION**

NAME (FIRST, MIDDLE, LAST)		TODAY'S DATE
ADDRESS		
EMAIL ADDRESS	PHONE NO. & BEST TIME TO CALL	CURRENT DRIVER'S LICENSE? ____ Yes ____ No Exp. date _____ Any Restrictions? ____ Commercial License? Yes ____ No ____ Exp ____

**EMPLOYMENT DESIRED**

POSITION	DATE YOU CAN START	SALARY DESIRED
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**EMPLOYMENT HISTORY**

ARE YOU CURRENTLY EMPLOYED? WHERE AND WHAT IS YOUR POSITION?
WHO WAS YOUR LAST EMPLOYER?
MAY WE CONTACT THEM FOR A REFERENCE? ____ YES ____ NO IF YES, LIST CONTACT PERSON AND TELEPHONE NO.
HAVE YOU EVER APPLIED TO OUR COMPANY BEFORE? WHEN?

**PLEASE LIST YOUR LAST FOUR (4) EMPLOYERS**

NAME AND ADDRESS	SALARY	POSITION	REASON FOR LEAVING	DATES EMPLOYED
				FROM TO
				FROM TO
				FROM TO
				FROM TO

**EDUCATION**

NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

**LANDSCAPE TRAINING, EDUCATION, RELATED EQUIPMENT EXPERIENCE (LIST TYPE OF EQUIPMENT)**


**REFERENCES**

**PLEASE LIST BELOW THE NAMES OF THREE (3) REFERENCES NOT RELATED TO YOU, WHOM YOU HAVE KNOWN FOR AT LEAST A YEAR**

NAME	ADDRESS	TELEPHONE NO.	YEARS KNOWN
1.			
2.			
3.			

**SUPPLEMENTAL INFORMATION**

In your employment history, have you ever been involved in, accused of, investigated for, disciplined for, or dismissed on account of lying, cheating, stealing, embezzlement, or similar conduct involving questions of honesty? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, explain in detail: \_\_\_\_\_

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Have you ever been convicted of a misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain in detail: \_\_\_\_\_

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Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain in detail: \_\_\_\_\_

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Our attorney recommends that we have the following information on each employee for insurance purposes:  
List below (by date, place and type of charge) any traffic citations issued to you, the disposition of each such citation (whether you were found guilty of the offense), and the date and name of the court where the trial was held. In the alternative, you may attach to this application a current DMV printout of your driving record from all states which you have been licensed to drive (a request for a DMV printout is attached – please sign and return).

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**AUTHORIZATION**

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT, IF EMPLOYED BY J. W. TOWNSEND, INC., FALSIFIED STATEMENTS CONTAINED IN THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN, AND AUTHORIZE THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE J. W. TOWNSEND, INC. ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT, AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE. I HEREBY RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM THE UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF J. W. TOWNSEND, INC. HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

J. W. Townsend, Inc., Landscape Contractor  
3980 Seminole Trail  
Charlottesville, Virginia 22911  
434-973-1154 \* Fax 434-973-1578  
*Commonwealth of Virginia Class A Contractors License #028007*