

FOR OFFICE USE ONLY

Date submitted _____ Date reviewed _____ Reviewed by _____

Application for Employment

Coy Landscaping Inc.
PO Box 7173
Fishers, IN 46038
317-828-5720

- A drug and alcohol free workplace (*Notice to applicants applying for positions that involve driving a company vehicle: If you have been convicted of driving under the influence of alcohol or drugs, you may be disqualified from employment due to insurance constraints.*)
- An equal opportunity employer
- A violence free workplace

Please Print All Information

Name _____
First Middle Last

Mailing Address _____
Street or P.O. Box

City, State, ZIP

Telephone _____ Alternate Telephone _____

Fax _____ E-Mail _____

Application is for the following position(s) _____

The company's receipt of this application does not constitute a job offer, nor does it imply that a position is available. This application will remain active and on file for one month unless the applicant asks to have it withdrawn.

Work Availability

Were you referred to us? Yes _____ No _____ If yes, by whom? _____

Have you ever applied for a job with this company? Yes _____ No _____

Has any court of law or any government agency suspended, revoked, or modified your driver license in the last five years? Yes _____ No _____

Are you currently subject to a non-compete clause? Yes _____ No _____

If yes, please explain the nature of the agreement:

Date you could begin working if offered a job: _____

Check the working arrangements you would accept:

Full-time _____ Part-time _____ Weekends only _____ On-call _____ Seasonal _____

Other (specify) _____

Days you would be available to work: M _____ T _____ W _____ Th. _____ F _____ S _____ Su _____

Are you under 18 years old? Yes _____ No _____

Foreign Languages

List other languages you are able to speak, read, and write: _____

Supervisory Skills

Describe previous supervisory experience:

Computer and Mechanical Skills

List experience and skills in these areas

Driving Information

Do you have a valid driver license? Yes _____ No _____ Driver License Number _____

Do you have a CDL? Yes _____ No _____

List experience with trailers and DOT equipment.

Conditions of Employment

Introductory Period – If you are hired, you will serve a 89-day introductory/trial period. During the 89 days, every aspect of your work will be evaluated and, if our standards are not met, you will be terminated. Completion of the 89-day introductory period is no guarantee of continued employment.

Permission to Check References – Do you authorize Coy Landscaping Inc. to contact your present and/or previous employers through persons you listed above?

Present Employer Yes _____ No _____

Previous Employers Yes _____ No _____

Do you authorize your present and/or previous employers to provide information to Coy Landscaping Inc. through the persons you listed above?

Present Employer Yes _____ No _____

Previous Employers Yes _____ No _____

Permission to Verify Information – Do you authorize Coy Landscaping Inc. to verify information provided on your employment application relevant to your education, public records of criminal conviction, and Bureau of Motor Vehicle records? Yes _____ No _____

Physical Examination – Do you understand that offers of employment for certain positions within Coy Landscaping Inc. are contingent upon the successful completion of a medical examination by a physician designated by Coy Landscaping Inc. at a site also designated by the company? Yes _____ No _____

Drug and Alcohol Screening – Do you understand that you may be required to submit to a pre-employment test for drugs and/or alcohol as permitted by law and that random screenings are conducted during employment? Yes _____ No _____

Work Eligibility – If not a United States citizen, can you provide proof of eligibility to work in the United States? Yes _____ No _____

Work Requirements – Do you understand that, if hired, you may be required to work overtime?

Yes _____ No _____ Weekends Yes _____ No _____ and subject to company rules and policies?

Yes _____ No _____

State and Federal Certification – Do you understand that, if hired, your job may require that you pass certain pesticide applicator certification examinations, trade association certification requirements, and/or the commercial driver test, and that failure to do so may result in termination or transfer? Yes _____ No _____

Discrimination – Do you understand that Coy Landscaping Inc. will not tolerate unlawful discrimination or harassment and that you have a duty to report any such activity to the company?

Yes _____ No _____

Do you understand that unlawful discrimination or harassment on your part toward others may be grounds for termination? Yes _____ No _____

Employment-At-Will

Indiana is “employment-at-will” state. This means that an employee may leave employment at any time with or without cause, and with or without notice; further, it means that Coy Landscaping Inc. has the same right to terminate an employee at any time, with or without cause, and with or without notice. Do you understand this definition of an “employment-at-will” state? Yes _____ No _____

False Statement

Do you understand that falsification of this application or failure to provide information requested may be cause for your denial of or termination with Coy Landscaping Inc.? Yes _____ No _____

Confirmation of Information Provided

Do you understand that, by signing below, you are declaring all information provided on this application for employment to be true to the best of your knowledge? Yes _____ No _____

Printed Name _____

Signature _____ Date _____