



DIRECTIONS:
Fill out application
for employment,
print and mail to:

Dirtworks
Landscaping, Inc.
P.O. Box 74
Daleville, VA 24083



Grow with us.



License # VA2705121302

540.589.3180

www.dirtworkslandscaping.com

Application for Employment
Dirt Works Landscaping, Inc.

Name: \_\_\_\_\_

Social Security No. \_\_\_\_\_

Present Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Type of Employment: \_\_\_\_\_

Personal Information

Are You Under 18 Years old? [ ] Yes [ ] No

If yes, employment is subject to verification that you are
of minimum legal age.

Position applying for \_\_\_\_\_

Desired salary \_\_\_\_\_

Date available for employment \_\_\_\_\_

Can you, after employment, submit verification of your legal right
to work in the US? [ ] Yes [ ] No

(Proof of citizenship or immigration status will be required upon employment)

Have you applied for employment with us before? [ ] Yes [ ] No

If yes, when? \_\_\_\_\_

How were you referred to us? [ ] Employee Referral [ ] Walk-In

[ ] Newspaper ad [ ] On-line [ ] Other: \_\_\_\_\_

Do you understand you may be required to work weekends or late evenings?

[ ] Yes [ ] No

Have you ever been discharged or asked to resign from a position?

[ ] Yes [ ] No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_



Do you have physical limitations that might prevent you from performing any task assigned to you?

Yes  No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever pled guilty or been convicted of a felony (either state or federal) or a misdemeanor?

Yes  No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

A conviction will not automatically bar you from employment, but a false answer will. Please provide the date of the conviction, the nature of the offense, full court name, location and disposition. The relationship of the crime to the job sought will be considered in determining eligibility for employment. This information will be kept confidential. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any pending criminal charges?  Yes  No

If yes, please provide the date of the conviction, the nature of the offense, full court name, location and trial or appeal date: \_\_\_\_\_

\_\_\_\_\_

### Driver's License

Do you have a current, valid Virginia Driver's License?  Yes  No

If yes, please list your drivers license number: \_\_\_\_\_

Do you agree to provide a copy of an up-to-date DMV Driving Record; either before you start work or within 2 weeks?  Yes  No The requirement for employment, and the grounds for immediate termination if your driving record is not delivered to Dirt Works Landscaping, Inc. within 2 weeks of your hire date.

Do you have any pending traffic charges in any court?  Yes  No

If yes, please provide the trial or appeal date, the nature of the offense, full court name, and location.

\_\_\_\_\_

\_\_\_\_\_



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Do you agree to notify Dirt Works Landscaping Inc. if you are convicted of any future traffic or criminal offenses?

Yes No Failure to do so may result in disciplinary action.

Do you agree to notify Dirt Works Landscaping Inc. if your status to get a driver's license or keep a driver's license changes?

Yes No This applies to all employees with or without a driver's license.

Education

High School Name/Address:

Course of study Did you graduate? Yes No

How far did you progress? List Degree or diploma

College School Name/Address:

Course of study Did you graduate? Yes No

How far did you progress? List Degree or diploma

Other, please specify:

Special Skills

Please list any special skills or certifications that may help you perform this position more efficiently.

Three horizontal lines for listing special skills or certifications.

Experience

Starting with the most recent, describe all paid, military and volunteer experience. Describe the knowledge, skills and abilities that demonstrate your qualifications for this position. Use attachments if necessary.

A. Job Title: :

Duties: Salary:

Employer: Address:

Employer Phone: Start/End Dates of Employment:

Immediate Supervisor: May we contact? Yes No

Reason for leaving: Could you return? Yes No



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B. Job Title: : \_\_\_\_\_

Duties: \_\_\_\_\_ Salary: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Employer Phone: \_\_\_\_\_ Start/End Dates of Employment: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ May we contact?  Yes  No

Reason for leaving: \_\_\_\_\_ Could you return?  Yes  No

C. Job Title: : \_\_\_\_\_

Duties: \_\_\_\_\_ Salary: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Employer Phone: \_\_\_\_\_ Start/End Dates of Employment: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ May we contact?  Yes  No

Reason for leaving: \_\_\_\_\_ Could you return?  Yes  No

D. Job Title: : \_\_\_\_\_

Duties: \_\_\_\_\_ Salary: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Employer Phone: \_\_\_\_\_ Start/End Dates of Employment: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ May we contact?  Yes  No

Reason for leaving: \_\_\_\_\_ Could you return?  Yes  No

Please read and sign the last page....



### **Job Applicant's Agreement, Certification and Release of Information**

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal if and when discovered.

I hereby irrevocably appoint any officer or administrator of Dirt Works Landscaping, Inc., as my agent with full authority to request, inspect, copy and otherwise have access to the following information on my behalf and in my stead to the extent that such information may relate to my past, present and future employment.

1. All personal information and records now or hereby maintained by any agency of the State of Virginia or the United States in any existing or future information system within the meaning of the Federal Privacy Act of 1974 and the Virginia Privacy Protection Act of 1978, and as it is amended from time to time.
  
2. All official records maintained by any agency of public body of the State of Virginia or the United States within the meaning of the Federal and Virginia Freedom of Information Act, and as it is amended from \_\_\_ time to time.
  
3. All employment records maintained by my present or past employers.

I agree to be employed for an introductory period of 90 calendar days. During this time I may be released or may resign without any negative effect on my employment record. In the event I am employed beyond the introductory period, I understand that my employment is terminable at will anytime for any reason during or after the introductory period. I agree to submit to a physical examination or drug test if requested. If employed, I agree to abide by all present and later issued personnel policies and rules of Dirt Works Landscaping, Inc.. Lastly, I give permission for Dirt Works Landscaping, Inc. to contact any person or agency mentioned by individuals listed as my references on my application for employment.

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Signature of Applicant

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