



Professional solutions for land & water resources since 1990

Application for Employment

It is the policy of Aquascape Environmental to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

Aquascape Environmental is a smoke-free, drug-free workplace and a participant in the Drugs Don't Work Program. Pre-employment and employee drug screening is performed subject to the conditions set forth in our substance abuse policy statement. Offenders using or possessing illegal drugs will be denied employment and/or subject to termination. Smoking is prohibited on company property, in company-owned or operated vehicles, and on company work sites.

Applications are kept on file for six months. If you have not been hired within six months of the date of application, you must reapply in order to be considered for future employment opportunities.

PLEASE PRINT

Personal Information

Name (last, first, middle):

Application date:

Phone:

Email address:

Position applied for:

Social Security #:

Home address:

City:

State:

Zip:

Have you ever been known by another name? Yes No If yes, what name?

Are you at least 18 years old? Yes No Are you legally eligible for employment in the U.S.? Yes No

Have you ever been convicted of a felony? Yes No If yes, list conviction(s) and date(s):

Did anyone refer you to our company?: Yes No If yes, who?

How did you hear about the position for which you are applying?

Classified Advertisement Our Website Other Employment Website

Referred by Friend or Relative Referred by Employment Agency

Other (please specify):

Have you applied with us previously? Yes No If yes, when?

Employment Availability

Date available to begin work:

Status Desired: Full time Part time Seasonal

List any days/hours you are *unavailable* to work:

Are you currently laid off and subject to recall? Yes No Can you travel if the job requires it? Yes No

Education & Training

	Name and Location of School	Dates Attended (MM/YY-MM/YY)	Did you graduate?	Last year (non-grads)	Major/Course of Study and Degree Earned
High School					
College					
College					
Graduate/ Advanced Degree(s)					

Describe any special training, skills, and/or extracurricular activities that would relate to the position for which you are applying:

Employment History

Please account for, at minimum, your last five years' employment history, beginning with your current or most recent position:

Name and Location of Company:		
Dates of Employment: <i>From</i>	<i>To</i>	Type of business:
Position/Title:	Starting Salary:	Ending Salary:
Describe your duties/responsibilities:		
Reason for Leaving?		Phone #:
Name of Supervisor:		May we contact? [] Yes [] No

Name and Location of Company:		
Dates of Employment: <i>From</i>	<i>To</i>	Type of business:
Position/Title:	Starting Salary:	Ending Salary:
Describe your duties/responsibilities:		
Reason for Leaving?		Phone #:
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Name and Location of Company:		
Dates of Employment: <i>From</i>	<i>To</i>	Type of business:
Position/Title:	Starting Salary:	Ending Salary:
Describe your duties/responsibilities:		
Reason for Leaving?		Phone #:

Office/Computer Skills

Typing words per minute, if applicable:

Please rate your level of experience/competence with the following office equipment and software, using the scale indicated:

- 1 = Never used
- 2 = Have used rarely
- 3 = Have used occasionally
- 4 = Have used often and/or have received training on use
- 5 = Expert/advanced

PC/Windows OS (general use)

Android OS (phone, tablet, etc.)

Microsoft Word

Microsoft Excel

Zoho CRM

QuickBooks

Photoshop

CAD software (specify program(s):

References

Please provide names and contact information (phone and/or email) for three professional (preferred) or personal references, not related to you:

1.

2.

3.

Personal Insight

Please answer the following questions relating to your possible employment at Aquascape Environmental. Short, concise answers are acceptable. Please use an additional sheet of paper if necessary.

What are your goals?

What do you feel would be the most important element you would bring to Aquascape Environmental?

Describe what you feel would be the perfect job for you:

How much money do you hope to be making in:

Two years?

Five years?

Ten years?

Is there any other information that you think should be brought to our attention regarding your application for employment?

Field Position Applicants Only:

Field-based positions require outdoor work in all weather conditions; the ability to lift equipment and supplies in excess of 40 lbs; operation of heavy machinery; and operation of a boat or kayak. Any offer of employment may be contingent upon completion of a medical exam. Because much of our work is in and around water bodies, a basic ability to swim is also required for your safety.

Are you able to perform the essential functions of the position as described above, with or without reasonable accommodation? Yes No

Agreement

Please read carefully.

Aquascape, Inc. (dba Aquascape Environmental, and hereinafter referred to as "AE") is an equal opportunity employer. Federal law prohibits discrimination in employment practices because of race, color, religion, sex, national origin, or age. No question on this application may be used as consideration for employment because of an applicant's race, color, religion, sex, national origin, marital status, age, or the presence of a non-job related disability.

I certify that all of the information given by me on this application or in any supplemental form is true and correct to the best of my knowledge and belief. I further understand that false and misleading statements or consequential omissions of any kind on this application or supplemental forms are sufficient cause for my not being hired or my dismissal if I am hired.

I agree and understand that AE or its agents may investigate my background to ascertain any and all information of concern to my record, whether same is of record or not, and I release AE and persons named on account of furnishing such information. As part of this background investigation, I authorize AE to request a Motor Vehicle report from the state of issue so that my driving record may be ascertained. I also authorize AE to have access to any Workers Compensation records I might have in the files of the State Workers Compensation Board.

I also agree and understand that under the Fair Credit Reporting Act, I have been informed that this investigation may include an investigative consumer report, including information regarding my character, general reputation, personal characteristics, and mode of living. If any such investigation results in denial, the name and address of the consumer reporting agency making the investigative report will be provided to me, and I will be given the opportunity to correct any misinformation contained in any such report.

I agree to furnish such additional information and complete such physical examinations (including both pre-employment and periodic physical examinations) as may be required to complete my employment.

I agree and understand that AE may require that I be approved for bonding as a condition of employment. Further, I will comply with AE's security policies and other policies, rules, and procedures that may be established by AE from time to time.

It is agreed and understood that this application for employment in no way obligates AE to employ me. I agree and understand that my employment is for no definite duration and may be terminated at will by either Aquascape Environmental or me. It is agreed and understood by me that participation in any of the benefit programs offered by AE does not create a contract of employment for a definite period of time. Additionally, the Aquascape Environmental Employee Handbook or other statements of AE policy are not contracts and cannot create a contract of employment for any definite duration. I agree and understand that only the President of AE has the authority to establish a contract of employment with me, and that any such contract must be in writing, designated as an employment contract, and signed by both parties.

I agree and understand that, should AE loan me any money during the course of my employment and if said loan is not paid off prior to the termination of my employment with AE, then AE may deduct money due it from my final pay to the extent allowed by law, and I will remain responsible for paying off said loan within three months subsequent to the termination of my employment. In the event of the termination of my employment, any AE materials entrusted to me will be returned to AE on the last day of my employment, whether I resign or am terminated. I also understand that in the event of my termination any uniforms issued to me and not returned in reasonable condition will be deducted from my final paycheck.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete, to the best of my knowledge.

Signature of Applicant

Date