



# AQUASCAPE ENVIRONMENTAL

## Employment Application

### 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? No / 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? No / Yes - list conviction(s) and date(s):  
\_\_\_\_\_

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

Our Website  Other Employment Website/Other (specify): \_\_\_\_\_

Referred by Friend/Relative - list name(s): \_\_\_\_\_

Have you applied with us previously? No / 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	Last Year Completed	Major/Course of Study and Degree Earned
High School		From To	1 2 3 4 Did you graduate? Yes / No	
College or Trade School		From To	1 2 3 4 Did you graduate? Yes / No	
College or Trade School		From To	1 2 3 4 Did you graduate? Yes / No	

Describe special training, skills, extracurricular activities that would relate to the position for which you are applying:  
\_\_\_\_\_  
\_\_\_\_\_

## Employment History

Account for, at minimum, your last five years' employment history, beginning with your current/most recent position:

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

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

## Office/Computer Skills

Rate your level of experience/competence with the following office software, using the following scale:

- 1 = Never used
- 2 = Occasional use
- 3 = Have used often
- 4 = Expert/advanced

- 1 2 3 4 Computer (general use)
- 1 2 3 4 Email
- 1 2 3 4 Microsoft Excel
- 1 2 3 4 Microsoft Word
- 1 2 3 4 CAD software

## References

Provide names and contact information for three professional (preferred) or personal references, not related to you:

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## Personal Insight

Answer the following questions relating to your possible employment. Short, concise answers are acceptable.

What are your goals?

What is the most important element you would bring to Aquascape Environmental?

Describe what would be the perfect job for you:

How much money do you hope to earn in:

Two years?

Five years?

Ten years?

## Field Position Applicants Only

Field-based positions require outdoor work in all weather conditions, the ability to lift equipment/supplies in excess of 40 lbs., operating heavy machinery, and operating a boat/kayak. Any offer of employment may be contingent upon completion of a medical exam. Much of our work is in/around water and a basic ability to swim is also required.

Are you able to perform the functions described above, with or without reasonable accommodation? Yes / No

## Agreement

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.

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.

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