

**TOWN & COUNTRY ENTERPRISES, INC.**

LANDSCAPE DESIGN, CONSTRUCTION, MAINTENANCE & SNOW/ICE CONTROL

1355 Allen Road  
Penfield, N.Y. 14526  
(585) 872-5073  
Fax (585) 872-5939

**Employment Application**

Please read the application carefully and print all answers.

\_\_\_\_\_  
Name: (First, Middle, Last)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone

Do you have, or can you obtain necessary documents that would permit you to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been discharged or asked to leave a job? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe in full the circumstances surrounding your discharge: \_\_\_\_\_

\_\_\_\_\_  
Position applied for: \_\_\_\_\_

\_\_\_\_\_  
What wage/benefits do you expect? \_\_\_\_\_

\_\_\_\_\_  
When are you available to start work? \_\_\_\_\_

\_\_\_\_\_  
Are you available to work overtime and weekends? \_\_\_\_\_

\_\_\_\_\_  
Are there any hours you are unwilling to work? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any skills, qualifications, courses or training you have that relate to the position for which you are applying.

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Do you presently have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_ License # \_\_\_\_\_

If yes, list class & endorsements \_\_\_\_\_

Have you had any traffic violations, automobile accidents, or vehicle related convictions within the last 5 years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

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Are you willing to undergo, if required by the position, a physical examination and/or blood or urine analysis?

(Note: This analysis may test for controlled substances) Yes \_\_\_\_\_ No \_\_\_\_\_

The result of any physical examination will be considered for employment purposes only as it is related to the ability to perform the essential functions of the position for which you would be employed. All results are kept confidential.

How did you hear about Town & Country Enterprises, Inc.? \_\_\_\_\_

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**EDUCATION**

School Name & Location	Course of Study	Dates	Did you Graduate?
College _____			Yes _____ No _____
High School _____			Yes _____ No _____
Other _____			Yes _____ No _____
Are you a Veteran of the U. S. Military Service?			Yes _____ No _____

**PHYSICAL RECORD**

DO YOU HAVE ANY PHYSICAL LIMITATIONS THAT PRECLUDE YOU FROM PERFORMING ANY WORK FOR WHICH YOU ARE BEING CONSIDERED? Yes \_\_\_\_\_ No \_\_\_\_\_

IF YES, WHAT CAN BE DONE TO ACCOMMODATE YOUR LIMITATIONS? \_\_\_\_\_

Please Describe: \_\_\_\_\_

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In Case of Emergency Notify:

Name	Address	Phone

**EMPLOYMENT RECORD**

Please begin with the most recent position you held.

1. \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_  
Name & Address & Phone # of Company

Describe the type of work performed \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

2. \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_  
Name & Address & Phone # of Company

Describe the type of work performed \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

3. \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_  
Name & Address & Phone # of Company

Describe the type of work performed \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Can we contact the employers listed in the Employment Record Section? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, indicate the one(s), which you do not wish us to contact and state the reason why not:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the types of machinery you can operate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List 3 things you look for in a company when seeking employment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List 3 incentives you desire to stay with a company for a long period of time \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why should this company hire you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**“I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMILLAL.**

**I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYEMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU. I ALSO AUTHORIZE ANY BACKGROUND CHECKS THAT MAY BE DONE AS A PART OF THE EMPLOYERS HIRING PROCESS.**

**I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE.”**

Date \_\_\_\_\_ Signature \_\_\_\_\_

## REFERENCES

1)

2)

3)