

EMPLOYMENT APPLICATION

Banksia is an **Equal Opportunity Employer**. Banksia is committed to employ the best qualified candidates for approved Company positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Banksia will be based on merit, qualifications, and abilities. Banksia does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age or any other characteristic protected by law.

Please type or print using black or dark blue ink. This application must be completed in full. A separate application must be completed for each position. All statements are subject to verification. An attached resume will not suffice. **If you have questions regarding how to complete this application form, contact Kevin Pearson at (408) 617-7100 or kpearson@banksialandscape.com.**

Today's Date: _____

PERSONAL INFORMATION					
1. Name (Last, First, Middle)	2. Social Security Number		3. Valid California Driver's License Number (if applicable to position)		
4. Address (street address)	5. Home Telephone Number () -		6. Cell Phone Number () -		
City, State, Zip	7. E-mail address				
Position Applying For	Date Available to Work (MM/DD/YY)		Salary Desired		
8. Can you perform the essential functions of the job for which you are applying? <i>If no, list functions you cannot perform under Item 20.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	13. Have you ever been discharged or forced to resign from any job? <i>If yes, explain in Item 20 below.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Have you previously applied for this or any other position with Banksia? <i>If yes, list Date and Position:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	14. Have you ever been convicted of a felony or a misdemeanor other than a misdemeanor traffic violation? <i>If yes, explain conviction in Item 20 below. Do not list any misdemeanors settled in juvenile court.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Have you previously worked for Banksia? <i>If yes list department, position, and your name at time of employment:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	15. If hired, can you provide documents which would establish your employment eligibility as required by the Immigration Reform and Control Act of 1986?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Do you have any relatives who are currently employed with Banksia? <i>If yes, list name, and relationship:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	16. Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. If hired, do you have a reliable means of transportation to and from work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	17. Are you available to work on weekends?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			18. Are you available to work overtime	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19. How did you hear about this position / company?					
<input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Employee Referral (Name: _____) <input type="checkbox"/> Banksia Website <input type="checkbox"/> Other: _____					
20. Use this space to explain any of the above questions. Attach additional 8½" x 11" sheets if needed.					

EDUCATION					
21. Did you graduate high school or do you possess a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No School Name: _____					
Names and Location of College/Vocational School(s) Attended	Major Area of Study	Graduated		Diploma/Degree Obtained	Date Completed
		Yes	No		
EMPLOYMENT HISTORY					
22. Begin with your most recent work experience. List all paid experience over the last 10 years, including military service. Include details on the experience that you believe meets the qualifications of the position applied for. List any periods of unemployment and/or go back more than 10 years if necessary to provide information on qualifying experience. “See Attached Resume” is not an acceptable response for this section. Attach additional sheets if necessary.					
Dates of Employment From: _____ To: _____	Employer May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Position		
Supervisor Name/Phone Number	Address		Duties		
Salary From \$ _____ To \$ _____	Name while employed Here		Reason for Leaving		
Dates of Employment From: _____ To: _____	Employer May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Position		
Supervisor Name/Phone Number	Address		Duties		
Salary From \$ _____ To \$ _____	Name while employed Here		Reason for Leaving		
Dates of Employment From: _____ To: _____	Employer May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Position		
Supervisor Name/Phone Number	Address		Duties		
Salary From \$ _____ To \$ _____	Name while employed Here		Reason for Leaving		
PROFESSIONAL REFERENCES					
23. Please provide below the names and contact information of 3 professional references (at least 2 should be current or former managers/supervisors)					
Name	Address	Work Phone			
Cell Phone / E-mail Address	Relationship	# Years Acquainted			
Name	Address	Work Phone			
Cell Phone / E-mail Address	Relationship	# Years Acquainted			
Name	Address	Work Phone			
Cell Phone / E-mail Address	Relationship	# Years Acquainted			

Please Read Carefully, Initial Each Paragraph and Sign Below

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Banksia, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is at will and for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Banksia, and that no promises or representations contrary to the foregoing are binding on Banksia unless made in writing and signed by me and the company's designated representative.

Initials Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by Banksia I am entitled to copies of any such public records obtained by Banksia unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

☐ I waive receipt of a copy of any public record described in the paragraph above

_____/_____/_____
Date Applicant's Signature