



BAILEY CONSTRUCTION & LANDSCAPE GROUP, INC. EMPLOYMENT APPLICATION

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We drug test – see page 5 notice

Proof of legal eligibility for employment in the United States will be required upon employment. Prospective employees will receive consideration without discrimination because of age, race, sex, national origin, disability, handicap or veteran status.

Position Applied For:

Date of Application:

Last Name

First Name

Middle Name

Address

Number

Street

City

State

Zip

If applying for a field position do you have reliable transportation to get to work for an early morning start time?
(company trucks leave the shop at 7:30 am and return times vary due to job requirements) ☐ Yes ☐ No

Telephone Number(s)

Cell:

Will you work overtime if asked?

☐ Yes ☐ No

Home:

Do you have reliable transportation to permit you to work
overtime hours during peak seasons? ☐ Yes ☐ No

Email Address:

When are you available to begin work?

Have you ever filed an application with us before?

☐ Yes ☐ No

If yes, give date _____

Have you ever been employed with us before?

☐ Yes ☐ No

If yes, give dates _____

Are you currently employed?

☐ Yes ☐ No

May we contact your present employer?

☐ Yes ☐ No

Are you able to perform the particular job for which you are applying? (*field positions require strenuous outdoor physical labor during all seasons and weather conditions - review job description*) ☐ Yes ☐ No

Have you been convicted of a felony in the past 5 years which has not been annulled, expunged or sealed by a Court? ☐ Yes ☐ No

If yes, please explain _____

Conviction will not necessarily disqualify an applicant from employment and this employer will conduct a targeted screening considering the nature of the crime, the time elapsed, and the nature of the job applied for.

SPECIAL SKILLS, TRAINING AND LICENSES/CERTIFICATES:

- ☐ Equipment Operator – list types: _____
- ☐ Current GA Driver's License and DOT Medical Card (for positions requiring operation of company vehicles): _____
- ☐ Languages: _____
- ☐ Certifications – list types: _____
- ☐ _____

JOB DUTIES APPLICABLE TO FIELD POSITIONS:

Only fill out this section if you are applying for such a position.

Individuals performing work as equipment operators, landscape maintenance crew members, laborers, and other positions which require physical labor, safety awareness and communication skills, and physical skills and dexterity, or individuals supervising such work, must be able to engage in the following activities as essential functions of their job.

Are you able to perform the following job related activities with or without reasonable accommodation?

Visually and audibly understand and perceive safety commands _____ Yes _____ No

Understand hazardous communication information and safety information _____ Yes _____ No

Wear proper safety equipment (ex: heavy boots, hard hat, safety vest, lifting belt) _____ Yes _____ No

Stand for significant periods of time _____ Yes _____ No

Bend, stoop and reach down to the ground and overhead on a regular basis _____ Yes _____ No

Use safety appliances such as positioning hooks, lanyards, etc. _____ Yes _____ No

Have the ability to grip, grasp and twist control levers; hand and power tools _____ Yes _____ No

Daily lift and carry materials, equipment and/or tools weighing more than 20 lbs _____ Yes _____ No

Routinely lift and carry materials, equipment and/or tools weighing more than 50 lbs _____ Yes _____ No

Interpret standard measurements using levels, tape measures, load indicators in order to determine correct cuts, lifting angles and other field measurements. _____ Yes _____ No

If you answer no to any question please explain your answer:

EDUCATION (if currently enrolled, include GPA and scale)

	Elementary/High School	Trade/College/Apprenticeship	Graduate/Professional
School Name/Location			
Number of Years Completed			
Diploma/Degree			
Describe Courses of Study			
Describe any specialized training, apprenticeship, skills and extra-curricular activities			

List any professional, trade, business, or civic activities and offices held. You may exclude memberships that would reveal sex, race, religion, national origin, age, disability or other protected status:

REFERENCES:

Give the name and telephone number of three business/work references that are not related to you and are not previous supervisors. If not applicable, list three personal references not related to you:

1. _____
2. _____
3. _____

Whom do you know at Bailey Construction & Landscape Group, Inc.

Military:

If you have ever served in the U. S. Armed Forces, please state:

Service Dates: _____

Branch: _____

Rank: _____

Training: _____

EMPLOYMENT EXPERIENCE: *This section must be completed fully, even if a resume is attached*

List your last four (4) employers, assignments, or volunteer activities starting with the most recent, including military experience.

Employer 1	Dates Employed From: _____ To: _____	Work Performed
Address	Job Title	Hourly Rate/Salary Start: _____ End: _____
Telephone Number(s)	Supervisor	Reason for leaving
Employer 2	Dates Employed From: _____ To: _____	Work Performed
Address	Job Title	Hourly Rate/Salary Start: _____ End: _____
Telephone Number(s)	Supervisor	Reason for leaving
Employer 3	Dates Employed From: _____ To: _____	Work Performed
Address	Job Title	Hourly Rate/Salary Start: _____ End: _____
Telephone Number(s)	Supervisor	Reason for leaving
Employer 4	Dates Employed From: _____ To: _____	Work Performed
Address	Job Title	Hourly Rate/Salary Start: _____ End: _____
Telephone Number(s)	Supervisor	Reason for leaving

Additional Information:

Skills and Qualifications – Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position for which you are applying:

State any additional information you feel may be helpful to us in considering your application:

NOTICE TO JOB APPLICANTS REGARDING PRE-EMPLOYMENT DRUG TESTING

Employment with Bailey Construction & Landscape Group, Inc. ("BCL Group") is contingent on successfully passing a drug test. All job applicants who are extended a contingent offer of employment by BCL Group will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test will be denied employment.

- Applicants will be required to submit voluntarily to a specimen test at a laboratory chosen by BCL Group, and, by signing a consent agreement, will release the Company from liability.
- If the physician, official or lab personnel has reasonable suspicion to believe that the job-applicant has tampered with the specimen, the applicant will not be considered for employment.
- BCL Group will not discriminate against applicants for employment because of a past history of drug abuse. It is the current abuse of drugs, preventing employees from performing their jobs properly, that BCL Group will not tolerate.
- Individuals who have failed a pre-employment test may initiate another inquiry with BCL after a period of not shorter than six (6) months; but they must present themselves drug-free as demonstrated by urinalysis or other test selected by BCL Group.

APPLICATION FOR EMPLOYMENT RELEASE AND DISCLAIMER

(Please read carefully before signing):

I certify that the information provided by me in this application is true, correct and complete and acknowledge that the facts are subject to verification by Bailey Construction & Landscape Group, Inc. ("BCL Group"). I understand that this is simply an application for employment and does not imply I will be employed. Should any statements by me to BCL Group either in my application or after employed (if employed) be found to be false or misleading in any way, then BCL Group may refuse to hire or, if hired, terminate my employment.

If employed, I agree to conform to all rules and policies as set forth by BCL Group.

I understand that if I am hired, the length of my employment is not guaranteed. Recognizing that I will be free to voluntarily terminate my employment at any time, with or without cause, I acknowledge that my employment and compensation can be modified or terminated with or without cause, and with or without notice, at any time and that I will be an at-will employee.

I acknowledge that I have read all of the above statements and that I understand them.

Applicant's signature

Date

(This application is active for 90 days)

Date: ____/____/____

FOR OFFICE USE ONLY

Position(s) applied for: _____

Referral Source

- ☐ Advertisement
- ☐ Employee
- ☐ School/Apprenticeship
- ☐ Other

Name of Source (if applicable): _____

Applicant Release (Disclosure of use for consumer reports)

SECTION 604(a) OF THE FAIR CREDIT REPORTING ACT, 15 U.S.C. 1681b(a) ENUMERATES THE PERMISSIBLE CIRCUMSTANCES UNDER WHICH A CONSUMER REPORTING AGENCY MAY FURNISH YOUR CONSUMER REPORT TO A THIRD PARTY SUCH AS YOUR EMPLOYER. ONE SUCH PERMISSIBLE PURPOSE LISTED AT SECTION 604(a)(3)(B) IS THAT "ANY CONSUMER REPORTING AGENCY MAY FURNISH A CONSUMER REPORT...TO A PERSON WHICH IT HAS REASON TO BELIEVE INTENDS TO USE THE INFORMATION FOR EMPLOYMENT PURPOSES." THEREFORE, IT IS LAWFUL UNDER FEDERAL LAW FOR THIS EMPLOYER TO SEEK TO OBTAIN FOR EMPLOYMENT PURPOSES A COPY OF YOUR CONSUMER REPORT FROM A CONSUMER REPORTING AGENCY.

I, _____ have read and understand the above notice which Bailey Construction & Landscape Group, Inc. provided to me on _____, which explains that it is permissible under the Fair Credit Reporting Act for that employer to either procure or cause to be procured, from a consumer reporting agency, a copy of my consumer report to be used for employment purposes. I further understand that the above-mentioned employer will make a request for an investigative report, to include a criminal background investigation. The investigative consumer report will contain information on my character, reputation, personal characteristics, or mode of living. Pursuant to section 606(a)(1)(B) of the Fair Credit Reporting Act, 15 U.S.C. & 1681(a)(1)(B), I understand that I have the right to request a complete and accurate description of the nature and scope of the investigation. (Should you make such a request, such description shall be provided within five (5) days of the request.) I further understand that prior to taking an adverse action Bailey Construction & Landscape Group, Inc. must provide me a "Summary of Consumer Rights" which advises me that I can contact the Consumer Financial Protection Bureau (CFPB) or visit the website at <http://www.consumerfinance.gov/learnmore> to obtain more information about my rights.

I hereby authorize Bailey Construction & Landscape Group, Inc. and/or its agent _____ to procure or cause to be procured a copy of my consumer report and/or investigative consumer report from a consumer reporting agency. **This consent authorizes the employer to procure a consumer report and/or an investigative consumer report at any time during my employment for an employment purpose.**

Date: _____

Signature of Employee or Prospective Employee

Social Security Number

Date of Birth (for background purposes only)

Driver's License Number

STATE

Current Address: _____

Previous Addresses (last 7 years): _____

Previous Employer's Addresses (last 7 years): _____

Any other names I have been known by (including maiden name): _____

This disclosure further serves as a request that any present or former employer, police department, education or financial institution or other person having personal knowledge about me to furnish Bailey Construction & Landscape Group, Inc. and its affiliates or representative any and all information requested as allowed by law. A photocopy/facsimile of this authorization may be accepted with the same authority as the original and I specifically waive any written notice from any present or former employer who may provide information based upon this authorized request. Educational institutions are authorized to release my Grade Point Average.

I acknowledge that I have read all of the above statements, correctly provided the requested information and that I understand the contents of this form and the authorizations, disclosures and releases I am providing.

Applicant's signature

Date