

**GARDEN & ASSOCIATES, LTD.
EMPLOYMENT APPLICATION**

Garden & Associates, Ltd. is an equal opportunity employer and does not discriminate against applicants or employees on the basis of sex, race, color, religion, national origin, ancestry or age. In addition, the company does not discriminate against qualified individuals with disabilities.

PLEASE PRINT

Personal

1. Name _____
2. Address _____
3. Social Security Number _____
4. Telephone (Home) _____ Other _____
5. Position(s) applied for _____
6. Date available to start _____
7. Are you over 18 years of age? _____
8. Have you ever been convicted of a violation of the law other than a minor traffic violation? (answering yes will not automatically bar you from obtaining a position) If yes, please explain. _____
9. Have you applied to work with us before? _____ If yes, when? _____
10. If hired, proof of your identity and employment eligibility in the United States must be established by appropriate documentation at the time you begin work at Garden & Associates, Ltd.
11. Are you willing to work an irregular schedule, overtime, different shifts, and weekends when necessary? _____
12. Do you have a valid Iowa driver's license? _____
13. Do you have access to adequate transportation to travel to and from work? _____
If no, please explain. _____

Education

	<u>Name and Address</u>	<u>Number of Years Completed</u>	<u>Graduate</u>	<u>Major</u>
High School	_____			
College	_____			
Other (Specify)	_____			

Employment History (most recent employment first)

<u>Dates</u>	<u>Employer's Name and Address</u>	<u>Super-visor</u>	<u>Positon(s) Held</u>	<u>Salary</u>	<u>Reason for Leaving</u>
1. _____ to _____	_____	_____	_____	\$ _____ to _____ \$ _____	_____
Your duties: _____					
Was your departure <input type="checkbox"/> voluntary or <input type="checkbox"/> involuntary?					
2. _____ to _____	_____	_____	_____	\$ _____ to _____ \$ _____	_____
Your duties: _____					
Was your departure <input type="checkbox"/> voluntary or <input type="checkbox"/> involuntary?					
3. _____ to _____	_____	_____	_____	\$ _____ to _____ \$ _____	_____
Your duties: _____					
Was your departure <input type="checkbox"/> voluntary or <input type="checkbox"/> involuntary?					

U.S. Military Service

Branch _____

Highest Rank Achieved _____ Dates of Service _____ to _____

Duties _____

In Case of Emergency Notify:

Name _____

Telephone Number _____ Address _____

Relationship _____

Other Experience or Qualifications (space can be used to elaborate on duties associated with positions listed above)

Certification and Authorization - Please read thoughtfully

I certify that all facts contained in the application are true and complete and acknowledge that the company is relying on the accuracy of the information provided. I authorize the company to verify the accuracy of the information provided herein, and I authorize former employers, educational institutions and credit agencies to release information concerning me to the company. I also authorize the company to give references and provide information about me in response to inquiries subsequent to my employment if hired. I understand that falsification, misrepresentation or omission of requested facts may result in denial of employment or, if employed, may result in immediate dismissal. I understand and agree that, if hired, my employment will be for no definite period and may, regardless of the date of payment of wages, be terminated at any time without previous notice and with or without reason, at the will of either myself or the company. I also understand and agree that no one has authority to promise me job security or continued employment, except the President of the Company in a formal written agreement signed by both of us.

Signature of Applicant _____ Date _____