



Custom Gardens

337 REDOUBT ROAD
YORKTOWN, VIRGINIA 23692
PHONE (757) 833-8110
FAX (757) 282-5911
www.customgardens.com

APPLICATION FOR EMPLOYMENT

Date: _____

Personal Information:

Name: _____ Social Security #: _____

Address: _____

Phone: (____) _____ Email: _____

Emergency Contact: (Name and Phone #) _____

Desired Employment:

Position: _____ Available Start Date: _____

Desired Pay: _____

Are you currently employed? _____

May we contact your present employer? _____

Have you ever applied to Custom Gardens before? _____ If yes, when? _____

How did you hear about Custom Gardens? _____

Education:

Name and Location of most recent school attended: _____

Number of years attended: _____

Did you graduate from: High School _____ College _____ Trade/Business School _____

Special Certifications, skills and/or awards:

Have you or are you currently serving in the military? _____

If yes, what service and rank? _____

Are you a member of the National Guard or Reserves? _____

Employment History:

List below your last three employers, starting with the most recent employer first.

1. Name and Address of Employer: _____

Start Date: _____ End Date: _____

Pay Rate: _____ Reason For Leaving: _____

2. Name and Address of Employer: _____

Start Date: _____ End Date: _____

Pay Rate: _____ Reason For Leaving: _____

3. Name and Address of Employer: _____

Start Date: _____ End Date: _____

Pay Rate: _____ Reason For Leaving: _____

Which of your former jobs did you like best? _____

What did you like most about this job? _____

References:

Please provide three references not related to you, whom you have known at least one year.

1. Name: _____ Address: _____

Phone: (____) _____ Years Acquainted: _____

2. Name: _____ Address: _____

Phone: (____) _____ Years Acquainted: _____

3. Name: _____ Address: _____

Phone: (____) _____ Years Acquainted: _____

I certify that all the information submitted by me on this application is true and complete. I understand if any false information, omissions, or misrepresentations are discovered, my application may be rejected, and if I am employed by Custom Gardens, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its Owner/President, and then only when in writing and signed by the Owner/President, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Signature of Applicant: _____ Date: _____

Please see the next page for our Uniform and Grooming Standards and Company Benefits.

Uniform and Grooming Standards:

It is your responsibility to always maintain a professional, neat, clean and pleasing appearance.

Hair: Beards and moustaches must be maintained in a neatly trimmed fashion. Hair that is beyond shoulder length must be secured in a neat manner.

Jewelry: Male employees are not permitted to wear earrings. Female employees are required to be safety conscious when choosing styles. Excessive jewelry (numerous earrings, chains, bracelets, etc.) is not permitted. Visible body piercings (except earrings) are not permitted.

Smoking: Custom Gardens does not allow the use of tobacco products in any form by any person on company grounds, company vehicles, or on company controlled sites.

Nails: Must be closely manicured and clean. The nail cannot extend ¼ inch beyond the tip of the finger.

Clothing: Uniforms will be issued to permanent employees after a probationary period. Personal clothing must be neat and clean, without holes. T-shirts displaying profanity or otherwise unprofessional verbiage are not permitted. Maintenance and Landscaping employees must wear work boots. No tennis shoes permitted.

Company Benefits:

40 hours vacation time after one year of employment. 80 hours vacation time after two years of employment. 120 hours vacation time after ten years of employment.

Paid Holidays after 90 days of continuous employment. New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.

Retirement Plan: Company sponsored Simple IRA and matches up to 2%. To be eligible, must have one Custom Gardens W-2 form with at least \$5000.00 in earnings and expect to earn at least \$5000.00 while employed with Custom Gardens in the current year.

Competitive paid hourly rates within the industry.