

# Employment Application

Southern Mulch

Please complete legibly with black ball point ink

At Southern Mulch we are committed to offering our customers quality landscape materials in an friendly and welcoming atmosphere. In order to reach these lofty goals each member of our team must "buy-in" to this promise. As a candidate for employment, you will be expected to contribute to our operational excellence on a daily basis by exhibiting professional, friendly "Above & Beyond" customer service along with setting a good example of teamwork. As a member of the Southern Mulch team I will be expected to:

- Take great pride in my appearance;
- Offer our customers the most fair, courteous and efficient service possible;
- Approach my job with a good attitude and smile;
- Treat both customers and other employees in a cordial and professional manner;
- Demonstrate a sense of teamwork by my willingness to help others;
- Be accountable for meeting the expectations of my supervisor, my fellow employees and our customers;
- Look at our customers not as interruptions but the purpose of my work; and
- Be open to sharing my ideas along with listening to the ideas of others without unfairly judging the merit of those ideas.

If I am hired by Southern Mulch I understand and agree that the guidelines above will apply to me at all times. I also commit to supporting the vision and mission of Southern Mulch which is to provide our customers with the best possible experience during every visit to our store.

## Personal Information

Full Legal Name									
Street Address			Apt #		City		State	Zip	Years at this Address?
Home Phone		Cell Phone		Have you applied at Southern Mulch before? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when? _____			Have you ever worked at Southern Mulch before? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when? _____		
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		Can present employer be contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have reliable transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you allowed to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What position are you applying for? <input type="checkbox"/> Delivery Driver <input type="checkbox"/> Loader Operator <input type="checkbox"/> Cashier <input type="checkbox"/> Assist Manager <input type="checkbox"/> Site Manager <input type="checkbox"/> Other: _____									
Desired starting pay: \$ _____ per _____			Do you want to work Full-time or Part-time? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time			If Part-time, how many hours a week do you want to work?			
Are you willing to work: Before 8am? <input type="checkbox"/> Yes <input type="checkbox"/> No      After 5pm? <input type="checkbox"/> Yes <input type="checkbox"/> No      Weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No      Holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No									
For part-time applicants, please enter the hours you are available to work? <i>Write in the start times and stop time - be sure to include am or pm designation for each.</i> <b>Example: 8am - 3pm</b>							Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours	
Times									
When could you begin work?		Are you are at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No			How did you learn of Southern Mulch?				

## Skills & Experience

List any special qualifications, training, education, skills, or experience that you feel warrant consideration by the company.

List any truck or equipment abilities you have which might be useful on the job for which you are applying?

List recent accomplishments that you feel could be an asset to you in the position you are applying for?

## Education

Highest elementary or high school grade completed.		Did you graduate from high school? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED
Name & location of College, University, business or trade school	1.	2.
Full or Part Time	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Major field of study		
Degrees obtained		
Hours of credit		
Did you graduate?		

## Work Experience

### Last Job

Name of present or last employer		Type of business		City, State, Zip	
Start Date (MM/YY)	Leave Date (MM/YY)	Start Wage	End Wage	Job Title	Supervisor Name
Avg Hrs/Wk	Job Description	Responsibilities			
Were you fired? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain reasons/circumstances for changing jobs or wanting to change jobs				
If we contact this employer, would you expect them to say they would rehire you for the position you last held? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:					Employer's Phone Number

### Previous Job

Name of next previous employer		Type of business		City, State, Zip	
Start Date (MM/YY)	Leave Date (MM/YY)	Start Wage	End Wage	Job Title	Supervisor Name
Avg Hrs/Wk	Job Description	Responsibilities			
Were you fired? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain reasons/circumstances for changing jobs or wanting to change jobs				
If we contact this employer, would you expect them to say they would rehire you for the position you last held? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:					Employer's Phone Number

### Inherent Requirement of the Role

Customer service, loading products and making deliveries involves "being on your feet" for most if not all of your shift and team members are frequently required to assist customers with products of varying shapes and sizes.

The inherent requirements of the role involves the following functions:

- Standing or walking for extended periods
- Reaching and stretching
- Regular lifting of weights of 40lbs
- Repetitive kneeling
- Repetitive gripping and handling
- Irregular lifting of weights of 40-100lbs
- Frequent twisting
- Work above shoulder height
- Assisted lifting of weights greater than 100lbs.

Please provide details below if you have any injuries, illnesses or disabilities of which you are aware and which you believe may prevent you from performing any of the above tasks:

Please note that if you fail to disclose an existing condition, then any future aggravation of your condition arising out of your employment may be disqualified from compensation under applicable Worker's Compensation legislation.

### Legal

Have you been convicted of a crime or pled "No Contest" on anything involving theft, dishonesty, violence, drugs, or endangerment of persons or property, whether resulting in incarceration, probation, or a suspended or deferred sentence?  Yes  No  Pled "No Contest"

If Yes or No Contest: Date of Conviction \_\_\_\_\_

Explain:

***Conviction of a crime will not necessarily disqualify you from consideration from employment.***

## Driver's Only

Do you have a valid state issued driver's license?	If so, what is your driver's license number?	Expiration Date?	Date of Birth?
Do you currently have automobile insurance?	Has your license been suspended for any reason in the last 5 years?		
Do you have a commercial Drivers License?	What class? <input type="checkbox"/> A <input type="checkbox"/> B	Do you have a current DOT Medical Card? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Expiration Date: _____	
Have you had any traffic violations in the last 5 years?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Please attach an official 10 year copy of your MVR.		

## Authorization

By signing this application for employment, I certify that I have read and understood all parts of it and certify that I have truthfully and completely answered all questions. I understand that falsification of any of the information given herein or on any other employment form is grounds for immediate termination, regardless of when such falsification may be discovered.

I authorize Southern Mulch and its representatives to investigate my education, employment experience, criminal conviction records, and all other aspects of my background relevant to my proposed employment, including all statements made by me in my application for employment. I release Southern Mulch and its representatives, as well as any person to whom such inquiry is directed, from any liability arising directly or indirectly from such investigations.

Southern Mulch's time clock system uses fingerprint recognition so you can quickly clock in and clock out. Fingerprints are a condition of employment. Your fingerprint (which provides protection for you by limiting access and identifies only you) is used to record information including date and time to your employee records.

Further, I understand that employment will be contingent upon successfully passing a pre-employment drug screening test (except where prohibited). I understand my employment with Southern Mulch is for no definite length of time. I understand that my employment may be terminated at any time, with or without cause, at the option of either Southern Mulch or myself. I understand that no employee or representative of Southern Mulch has any authority to make any agreement which is contrary to the forgoing. If accepted for employment, I agree to comply will all company policies and procedures, and with all rules and regulations made know at the time of employment or any time thereafter, and to perform all duties assigned to me to the best of my ability.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Southern Mulch is an equal opportunity employer. All applicants for employment will be considered without regard to race, color, religion, sex, national origin, disability, age, or veteran status. This application will remain active for 45 days. At that time it must be renewed by the applicant if he/she wishes to be recognized for employment.

Thank you for your interest in employment at Southern Mulch. Your application will be given to the Hiring Manager. Your qualifications and experience will be compared with the job requirements. We will contact the most qualified candidates within 15 business days.

Print Full Legal Name: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Full Legal Signature: \_\_\_\_\_