

EDUCATION

Type of School	Name and Address of School	Course of Study	Years Completed	Diploma or Degree
High School				
Undergraduate College				
Business or Technical School				
Graduate / Professional				
Please describe other training, seminars, coursework, etc. that applies to the job.				

WORK EXPERIENCE

This section does not need to be fully completed if a resume containing some of the same information is attached to this application. You should complete only those questions not answered in your resume.

Start with your present or last job and include explanation of any gaps in employment. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, etc.

Employer	Dates Employed		Work Performed		
	From	To			
Address	/	/			
Telephone Number(s)	Hourly Rate/Salary				
	Starting	Final			
Job Title					
Supervisor	May we contact?		Yes	No	
Reason for leaving (be specific):					
Employer	Dates Employed		Work Performed		
	From	To			
Address	/	/			
Telephone Number(s)	Hourly Rate/Salary				
	Starting	Final			
Job Title					
Supervisor	May we contact?		Yes	No	
Reason for leaving (be specific):					

Employer	Dates Employed		Work Performed		
	From	To			
Address	/	/			
Telephone Number(s)	Hourly Rate/Salary				
	Starting	Final			
Job Title					
Supervisor	May we contact?			Yes	No
Reason for leaving (be specific):					

ADDITIONAL INFORMATION

SPECIALIZED SKILLS (*√ Skills/Equipment Operated*)

Cash Register	Spreadsheet (Excel)	Production / Mobile Machinery (list)	Other (list)
PC/IBM Compatible	Word Processing (Word-Microsoft)	_____	_____
Access – Data Base	Quick Books Accounting	_____	_____
Skid Loader	Tractor	_____	_____

Other Qualifications. (*Summarize special job-related skills and qualifications acquired from employment or other experience.*)

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

NOTE to ALL Applicants: You must be able to show proof within the first three days of employment, if hired, that you have a social security card or work permit, driver's license, picture Id or U.S. Passport. Employment consideration is subject to satisfactory work and personal reference reports and favorable reports from outside agencies upon verification of information supplied.

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, creed, color, sex, national origin, religion, age, handicap, veteran or marital status, etc. that is prohibited by law or regulation. Piala's Nursery & Garden Shop is an equal opportunity employer.

PERSONAL/PROFESSIONAL REFERENCES (Do not include family members).

Name	Phone Number	Best time to call.	Occupation
1.	- -		
2.	- -		
3.	- -		

APPLICANT'S STATEMENT

I hereby certify that the answers given by me on this application are true and correct without omissions of any kind whatsoever. I authorize credit checks, criminal checks, and the companies or persons identified in this application to give any information regarding my employment, together with any information they may have regarding me, whether or not it is on their records. I hereby release said companies for all liability damages whatsoever for issuing this information. I am aware that any misstatements or omissions of material facts on this application may be cause for immediate dismissal. Piala's Nursery & Garden Shop retains the right of employment at will, is for no definite period and may be terminated without notice.

In applying for employment, I hereby state that I feel well and strong and know no reason why I cannot do the work assigned to me. I also agree to observe all company policies.

**Applicant's
Signature**

Date

____ / ____ / ____

Please verify application for accuracy and completion

DO NOT WRITE BELOW, FOR OFFICE USE ONLY.
