

## EMPLOYMENT APPLICATION

**Alden Lane Nursery    981 Alden Lane    Livermore, Ca.    (925) 447-0280**

### ABOUT YOU -YOUR PERSONAL INFORMATION - PLEASE PRINT

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Current Address: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Date available for work: \_\_\_\_\_

Referred By: \_\_\_\_\_ Alden Lane Employees you know? \_\_\_\_\_

Total Available Hours per Week \_\_\_\_\_ Work on Saturday? Yes ☐ No ☐ Sunday? Yes ☐ No ☐

Do you have transportation to and from work? ..... ☐ Yes ☐ No

Do you have a valid driver's license? ..... ☐ Yes ☐ No

If hired can you present proof of legal right to work in this country? ..... ☐ Yes ☐ No

Are you under 18 years of age? If yes, work permit required. .... ☐ Yes ☐ No

What foreign languages do you speak fluently? \_\_\_\_\_

Activities and hobbies \_\_\_\_\_

Areas of special skills, work experience or study \_\_\_\_\_

### EMPLOYMENT HISTORY - BEGIN WITH LATEST OR PRESENT EMPLOYER

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Type of Business \_\_\_\_\_

Employer Name & Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job Description \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference? Yes ☐ No ☐

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Type of Business \_\_\_\_\_

Employer Name & Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job Description: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference? Yes ☐ No ☐

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Type of Business \_\_\_\_\_

Employer Name & Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job Description: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference? Yes ☐ No ☐

### EDUCATION AND TRAINING

Highest Grade Completed \_\_\_\_\_

College/ Trade School	Years Completed	Date From	Date To	Degree	Subjects Studied

### REFERENCES

Give names of three persons not related to you whom you have known at least one year.

Name	Address	Phone	Relationship	# Years

### ADDITIONAL COMMENTS BY APPLICANT

I authorize Alden Lane Nursery to thoroughly investigate my references and all information contained in the application. I hereby certify that the answers given by me are true and correct to the best of my knowledge. I understand that any omission or misstatement of material fact on this application shall be grounds for rejection from application or dismissal from employment. ☐ Please initial.

I understand and agree that, if employed by Alden Lane Nursery, I will abide by its rules and regulations which I understand are subject to change. I further understand that, if hired, my employment is for no definite period of time and may be terminated by either party at any time. ☐ Please initial.

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