



Bagley Landscape Construction, Inc.

Landscaping & Irrigation

91 Fraser Drive • PASCOWA, WA 99302
 (509) 546-2449 • Fax 544-9656

APPLICANT INFORMATION

Last Name				First			M.I.	D.O.B.	
Street Address							Apartment/Unit #		
City				State			ZIP		
Phone				E-mail Address					
Date Available				Social Security No.				Desired Salary	
Position Applied for									
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?						
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain						

EDUCATION

High School				Address					
From		To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College				Address					
From		To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other				Address					
From		To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

REFERENCES

Please list three professional references.

Full Name				Relationship					
Company				Phone					
Address									
Full Name				Relationship					
Company				Phone					
Address									
Full Name				Relationship					
Company				Phone					
Address									

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE
<p>I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to employ me in the future. I also grant permission to Bagley Landscape Construction, Inc. to verify and obtain information on my current and past employment, school records, licenses, background check, and certification. I hereby release my current and former employer, schools, personal reference and any agency contacted from any and all liability of damages for providing the information requested. Bagley Landscape Construction, Inc is a drug free work environment and reserved the right to do drug screening. A DOL driving report is required before employment. Bagley Landscape Construction, Inc. is an "at will" and EEO employer.</p>
<p>Signature Date</p>

Please check if you have experience or knowledge of the following:
(More than one may be checked)

- _____ : Dump Truck
- _____ : Bobcat
- _____ : Mini Excavator
- _____ : Concrete Curbing
- _____ : Irrigation Wiring – Timer
- _____ : PVC Knowledge
- _____ : Laying Sod
- _____ : Hydro Seeding
- _____ : Pulling Trailers
- _____ : Building Retaining Walls
- _____ : Landscaping Ponds
- _____ : Spray Applications
- _____ : Nursery Knowledge
- _____ : Reading Plans/Drafts
- _____ : Stand-Behind Mower
- _____ : Riding Mower
- _____ : Edger
- _____ : Trimmer
- _____ : Pruning
- _____ : Tree & Shrub Trimming
- _____ : Brick Paving
- _____ : Landscape Lighting

Driver License #: _____ State Issued: _____

Expiration Date: _____

Combination License: _____ YES _____ NO



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ADR—American Driving Records and all agencies acting on behalf of American Driving Records, Inc.

Disclosure and Release Form

In connection with my application for employment (including contract for services) and/or driving privileges with Bagley Landscape Construction, Inc., I understand that motor vehicle reports, which may contain public and private record information, may be requested from ADR. These reports may include the following types of information: name, address, date of birth, driver license or I.D. number, and driver record. I also understand that the information included in such reports will be taken into consideration in deciding whether to offer me employment and/or driving privileges.

I authorize any party or agency contacted by ADR to furnish the above-mentioned information.

I understand that:

- ADR obtains all driver and vehicle information directly from the various state Department of Vehicles (or a corresponding agency) and does not maintain its own database of driver and vehicle information.
- ADR acts only as a courier and has no control over any of the information that a state discloses in my driver record or vehicle record.
- If there is something inaccurate on my driver or vehicle report, I must contact the DMV directly to have the information corrected or updated.

I, _____, hereby authorize procurement of motor vehicle records. If hired (or contracted) and or granted driving **Employee/Prospective Employee/Volunteer Name** privileges, this authorization shall remain on file and shall serve as ongoing authorization for you to procure motor vehicle records at any time during my employment (or contract) and/or driving privileges period.

PRINT OR TYPE - Employee/Prospective Employee/Volunteer Full Name	WA Driver License Number	Date of Birth
SIGNATURE - Employee/Prospective Employee/Volunteer	Date Signed	

I hereby certify:

1. The company named below is an employer, prospective employer, or volunteer organization of the above-named individual.
2. That the information contained in the abstracts of driver records obtained from DOL shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130. No information contained therein will be divulged, sold, assigned, or otherwise transferred to any third person or party. The abstracts of driver records shall be used exclusively for:

Company Name Bagley Landscape Construction, Inc.	
Address 91 Fraser Drive, Pasco, WA 99301	
Authorized Representative Darla Barnett	Title Office Manager

Pasco, Franklin County, Washington
Date and Place Signed

X _____
Authorized Representative Signature



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Release of Information Form -- 49 CFR Part 40 Drug and Alcohol Testing

Section I. To be completed by the new employer, signed by the employee, and transmitted to the previous employer:

Employee Printed or Typed Name: _____

Employee SS or ID Number: _____

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in Section I-B, to the employer listed in Section I-A. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in Section II-A by my previous employer, is limited to the following DOT-regulated testing items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

Employee Signature: _____ Date: _____

I-A.

New Employer Name: Bagley Landscape Construction, Inc.

Address: 91 Fraser Drive, Pasco, WA 99301

Phone #: 509-546-2449 Fax #: 509-544-9656

Designated Employer Representative: Darla Barnett

I-B.

Previous Employer Name: _____

Address: _____

Phone #: _____

Designated Employer Representative (if known): _____

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

II-A. In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing ~

- | | | |
|-----------------------------------------------------------------------------------------------------------|-----------|--------------------|
| 1. Did the employee have alcohol tests with a result of 0.04 or higher? | YES _____ | NO _____ |
| 2. Did the employee have verified positive drug tests? | YES _____ | NO _____ |
| 3. Did the employee refuse to be tested? | YES _____ | NO _____ |
| 4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? | YES _____ | NO _____ |
| 5. Did a previous employer report a drug and alcohol rule violation to you? | YES _____ | NO _____ |
| 6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process? | N/A _____ | YES _____ NO _____ |

NOTE: If you answered "yes" to item 5, you must provide the previous employer's report. If you answered "yes" to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

II-B.

Name of person providing information in Section II-A: _____

Title: _____

Phone #: _____

Date: _____



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**DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION FOR
EMPLOYMENT PURPOSES**

Disclosure

Bagley Landscape Construction, Inc. may request from a consumer reporting agency and for employment-related purposes, a “consumer report(s)” (commonly known as “background reports”) containing background information about you in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable).

HireRight, LLC (“HireRight”) will prepare or assemble the background reports for the Company. HireRight is located and can be contacted at 3349 Michelson Drive, Suite 150, Irvine, CA 92612, (800) 400-2761, www.hireright.com.

The background report(s) may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. The types of background information that may be obtained include, but are not limited to: criminal history; litigation history; motor vehicle record and accident history; social security number verification; address and alias history; credit history; verification of your education, employment and earnings history; professional licensing, credential and certification checks; drug/alcohol testing results and history; military service; and other information.

Authorization

I hereby authorize Bagley Landscape Construction Inc. to obtain the consumer reports described above about me.

Applicant Name _____

Applicant Signature _____

Date _____