

# Capital Land Management Employment Application

Please indicate the position you wish to apply:

Landscape Maintenance Design Build Pest Control Irrigation Management

Please indicate: Full Part Time

## Applicant Information

Do you have a valid driver's license? Yes  No  Is there anything that prohibits you from driving? Yes  No

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt#: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Have you ever filed an application with us? Yes  If yes, please give date: \_\_\_\_\_ No

Have you ever been employed with us? Yes  If yes, please give date: \_\_\_\_\_ No

Who referred you to Capital Land Management? \_\_\_\_\_

Are you currently employed? Yes  No

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? Yes  No  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? Yes  No  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? Yes  No  Degree: \_\_\_\_\_

## References

**Please list three professional references that do not live in your household that can be contacted**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

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## Previous Employment

1) 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  No

2) 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  No

3) 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  No

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Do you have experience in these areas?	Yes	No	Willing to Learn
<b>Design Build:</b>			
Identification of trees and shrubs			
Planting trees and shrubs			
Planting perennials and annuals			
Staking trees			
Lawn fertilization			
Chemical application			
Reading a landscape plan			
Installing edging			
Installing weed membrane and mulch			
Digging holes with spade			
Installing brick patios and walkways			
Installing retaining walls			
Laying step stone			
Preparation of sod bed, laying lod			
<b>Machinery:</b>			
Walk Behind Mower			
Stand Up Mower			
Zero Turn Mower			
Stick Edger			
Weed Eater			
Blower			
Hedge Trimmers			
Sod Cutter			
Pole Saw			
Backpack Sprayer			
Chain Saw			
<b>Other:</b>			
Supervising Crew			
<b>Any additional skills:</b>			

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## Disclaimer and Signature

I certify that all information I have provided (in order to apply for and secure work with this Capital Land Management) is true, complete and correct.

I expressly authorize (without reservation) Capital Land Management, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives for seeking, gathering and using truthful and non-defamatory information (in a lawful manner) in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that Capital Land Management does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant for consideration for employment on any basis prohibited by applicable local, state or federal law. In addition, Capital Land Management is an Equal Opportunity Employer and is a Drug Free Work Place.

I understand that this application remains current for only 30 days. At the conclusion of that time (if I have not heard from Capital Land Management and still wish to be considered for employment), it will be necessary for me to reapply and fill out a new application.

I understand that if I am hired, my employment will be subject to a probationary period (which ordinarily will not exceed 90 days from the date I am hired). If I am discharged at any time during the probationary period (for unsatisfactory performance), I understand that Capital Land Management will not be charged for any unemployment benefits that may be paid to me for work I performed during the probationary period.

I also understand that (if I am hired), I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

*I understand that any information provided by me (that is found to be false, incomplete or misrepresented in any respect) will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered. I further agree that if employed, I will comply with all policies, rules, programs and procedures of Capital Land Management.*

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

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

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

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## What It Takes To Be An Employee At CAPITAL LAND

Capital Land Management is a locally owned corporate business, open in Lakeland, Tampa and Orlando, FL. We are a landscape maintenance company. Our focus is landscape maintenance. Our growth depends on repeat customers who respond to a combination of our quality workmanship, products, and the service they receive from our employees, and the overall satisfaction they get from their shopping experience with us. In short, we would not be in business without our customers.

**We consider our employees our most important asset, and this is what we expect from you:**

### Image

Image is very important to us. Each division within the company has a dress code and uniform requirement appropriate for the type of work performed, which you are expected to wear. We wear our company shirts tucked in, and baseball caps are worn forward. Stained, torn, or excessively baggy clothing is unacceptable. Visible pierced body parts other than earrings may not be worn during business hours. All management and employees of Capital Land Management contribute to the overall impression formed by our clients and guests. Appearances at all times should be clean, neat, professional and appropriate to the job being performed.

### Attitude

Our employees are expected to show up to work on time. We are interested in people that care enough about our company and customers to “go the extra mile”. We encourage and reward our employees who take the time to offer ideas or suggestions that might make our company run more efficiently, service our customers better, increase our business, or save us time and money. We expect our company policy to be followed and respected.

### Physical Work Environment

You will work both indoors and outdoors in all types of weather conditions including sun, heat, cold, rain and snow. Attire appropriate for weather conditions is your responsibility. You will be on your feet all day, standing and walking and throughout you will need to be both pleasant and energetic. NOTE: You are regularly required to talk or hear. The employee frequently is required to stand; walk an average of 3 miles per hour; use hands to finger, handle or feel; and reach with hands and arms. Lift up to 50 pounds repeatedly; bends and stoop repeatedly; carry 40 pounds of liquid in a backpack sprayer; wear required personal protective equipment in both hot and cold environments.

### Social Work Environment

We have a very social, caring, and outgoing staff. It is important that you are able to get along well with people and the rest of our staff to be a cohesive part of our team. We expect every employee to carry their weight and perform their responsibilities in an appropriate manner. In return, we are flexible, and we will support our growth both personally and professionally.

### Customer Service

As an employee of Capital Land Management you are expected to offer polite, prompt, energetic, enthusiastic, and courteous service with a smile. Our employees must have the ability to anticipate a customer’s needs before being asked. You will need to have the ability to be patient when confronted with a challenge, and to continually seed out knowledge of all our plants and products. Our customer’s time is valuable to them and the help they receive from our staff should be nothing less than immediate – nothing short of excellent.

### Summary

If you feel you have the above qualities and can work with the parameters of our company policy and work environment, we encourage you to complete our job application. Thank you.

I have read and understand the above.

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