



APPLICATION FOR EMPLOYMENT

Black Diamond Landscaping Corp. is an Equal Opportunity Employer. New York State and Federal Law prohibit discrimination on the basis of race, creed, color, national origin, religion, age, sex, military, marital status, familial status, domestic violence victim status, carrier status, disability, genetic predisposition, sexual orientation and criminal record.

APPLICANT INFORMATION

Full Name: Last First M.I.

Address: Street Address Apartment/Unit # City State ZIP Code

Phone: Email:

Date Available: Last Four Digits of SSN#:

How did you hear about our company? Facebook Instagram Website Other

Type of employment you are seeking: Full-time Part-time Seasonal

Have you ever worked for our company? YES NO If yes, when?

Are you legally authorized to work in the United States? YES NO

Are you over 18 years old? If not, you must produce an Employment Certificate if hired and before beginning work. YES NO

If over 18 years old, are you willing to work overtime? YES NO

Do you have a current, valid New York State driver's license? YES NO If yes, license number:

Has your driver's license ever been suspended or revoked? YES NO If yes, explain:

Do you have personal automobile insurance? YES NO

Has your personal automobile insurance ever been denied, terminated or suspended? YES NO If yes, explain:



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Have you received any moving traffic violations during the last 5 years?

YES NO

If yes, list below:

Offense	Date	State	Comments

A "yes" answer to any of the questions in this section does not represent an automatic bar to employment. Each application for employment is evaluated on its individual merits and against the duties, responsibilities and qualifications of the position being filled. However, if you do not respond to these questions, you may be removed from further employment consideration.

Have you ever been dismissed from employment for reasons other than lack of work or funds?

YES NO

If yes, explain: _____

Have you ever resigned from any position rather than face dismissal or disciplinary action?

YES NO

If yes, explain: _____

EDUCATION

Applicants may be required to provide proof of diploma and/or degrees claimed.

Education	Graduate	Name of School	Years Completed
High School	<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/University	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Technical School	<input type="checkbox"/> Yes <input type="checkbox"/> No		

List certifications and/or courses completed that may be helpful in evaluating your application.

Date Received	Description



WORK EXPERIENCE

It is Black Diamond Landscaping Corp.'s policy to obtain at least one supervisory reference. Check the associated check box if you give permission to contact your reference(s) if you are the selected candidate.

Complete in chronological order, with present or most recent employer first.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Still employed here: YES NO

Reason for Leaving: _____

May supervisor be contacted for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Still employed here: YES NO

Reason for Leaving: _____

May supervisor be contacted for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Still employed here: YES NO

Reason for Leaving: _____

May supervisor be contacted for a reference? YES NO



DUAL EMPLOYMENT

If offered a position with Black Diamond, will you maintain employment elsewhere? YES NO
[] []

If yes, identify other employment, including self-employment:

Company: _____

Address: _____

Job Title: _____ Hours to be Worked per Week: _____

AFFIRMATION AND AUTHORIZATION

Review the sections below and indicate affirmation, authorization and understanding by placing an "X" in each accompanying box. All sections must be completed to be considered for employment with Black Diamond Landscaping Corp.

I affirm that all information on this application, including any accompanying papers, are true, accurate and complete to the best of my knowledge under penalty of perjury. I further authorize investigation of said statements. I understand that any false, incomplete, or misleading statements made on this application or accompanying papers may nullify my appointment or, if employed, result in disciplinary action, up to and including termination. []

I authorize any former employer and/or school, college or university, to provide Black Diamond Landscaping Corp. with information as to my character, work habits, performance and education, qualifications, and fitness for the position, thereby releasing and discharging said from any claims, liabilities or damages whatsoever incurred in furnishing such information. []

I understand and agree that if driving a vehicle is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid New York State driver's license as well as automobile liability insurance in an amount equal to or more than the minimum required by New York State. []

I understand that Black Diamond Landscaping Corp. has established a drug-free workplace and a drug and/or alcohol testing program consistent with applicable federal, state, and local law. If I am given a conditional offer of employment, I understand that if a pre-employment (post offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. If hired, I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of Black Diamond Landscaping Corp., pursuant to the company's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled substances. If employed, I understand that the taking of alcohol and/or drug tests may be a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the company's policies and applicable federal, state and local law. []

I understand that if employed by Black Diamond Landscaping Corp., to the extent permitted by federal, state and local law, it may exercise its right, without prior warning or notice, to conduct investigations of property (including but not limited to files, lockers, desks, vehicles and computers) and, in certain circumstances, my personal property. []

I understand that as a condition of employment with Black Diamond Landscaping Corp., and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, and/or conflict of interest statement. []



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If signing electronically, read the following statement, check the box below and provide name and date:

I agree, and it is my intent, to electronically sign this document by typing my name below. By submitting this e-document to Black Diamond Landscaping Corp. in this way, I understand that my e-signing and submitting is the legal equivalent of having placed my handwritten signature and affirmation on the submitted document.	<input type="checkbox"/>
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Signature: _____ Date: _____

PERSONAL PRIVACY PROTECTION NOTIFICATION

The information you are providing on this application is being requested for the purposes of determining eligibility for employment, administering employee benefit programs, and administering other authorized employment programs pursuant to federal, state, or local law. Failure to provide the requested information may, in the sole discretion of Black Diamond Landscaping Corp., prevent hiring or result in the termination of your employment. If appointed, this employment application will be filed in your personal history folder maintained by Black Diamond Landscaping Corp. at 48 North Greenbush Road, Troy, NY 12180.

How to Submit Application for Employment to Black Diamond Landscaping Corp.:

- *email to annalisa.blackdiamond@gmail.com, or,*
- *print and visit our showroom at 48 North Greenbush Road, Troy NY 12180 and give to a company representative.*