



**Basnight Land & Lawn**  
 Human Resources Division  
 225 Sign Pine Rd  
 Chesapeake, Virginia 23322

**EMPLOYMENT APPLICATION**

Basnight Land & Lawn Inc. is an Equal Opportunity Employer. We encourage all persons to file applications with us, as we do not discriminate on the basis of race, color, religion, age, sex, national origin, veteran status, or disability.

**INSTRUCTIONS TO APPLICANTS**

This application is part of the examination process. Before completing this form, please read the minimum qualifications for the job in which you are interested. Your application will not be considered for the position unless you meet these requirements. Print clearly with blue or black ink or type. Incomplete or illegible applications will not be considered. Make copies of any information you submit and wish to keep. Notify us promptly of any change of address and/or telephone number.

**IF REQUIRED, PLEASE ATTACH A COPY OF YOUR TYPING CERTIFICATE OR WRITING EXAMPLES.**

**ANSWER ALL QUESTIONS COMPLETELY AND ACCURATELY. RESUME MAY NOT SUBSTITUTE.**  
 Show the exact title as it appears on the job announcement – Separate applications are required for each job.

Job Title					SSN					
Last Name			First Name			MI				
Street and/or Mailing Address				City		State		Zip Code		
Home Phone		Alternate Phone (optional)			E-Mail Address (optional)					
<b>AVAILABILITY SCHEDULE:</b> Indicate the types of appointment you are willing to accept: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary (no benefits)										
<b>DO YOU HAVE A DRIVER'S LICENSE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    License # _____ State: _____ Expiration: _____										
Do you have relative(s) working at Basnight Land & Lawn? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of employee: _____ Relationship: _____										
<b>CONVICTIONS</b> As an adult, have you ever been convicted of a felony or misdemeanor offense? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Failure to disclose any convictions or providing false or misleading statements of material facts will automatically remove applicant from this interview process.</b> If yes, complete details below. Please note that conviction is not an automatic bar to employment. Each case is considered individually.										
Offenses		Places/Court Jurisdiction			Dates		Penalties			
<b>EDUCATION: High School Attended:</b> _____ <b>City/State:</b> _____ Highest Grade Completed <input type="checkbox"/> High School Diploma <input type="checkbox"/> G.E.D. <input type="checkbox"/> AA/AS <input type="checkbox"/> BA/BS <input type="checkbox"/> MA/MS <input type="checkbox"/> Ph.D./J.D./LL.B										
COLLEGE/UNIVERSITY/ BUSINESS SCHOOL		DATES ATTENDED		MAJOR		NUMBER OF UNITS		DATES OF DEGREE(S)		
<b>Emergency Contact</b>										
Relation		Address			Relation		Address			
<b>Office Skills</b> <b>WHAT OFFICE EQUIPMENT AND SOFTWARE CAN YOU OPERATE?</b> <input type="checkbox"/> Word Processing* <input type="checkbox"/> Software Application*    *Please list machines/software you're proficient at: <input type="checkbox"/> Data Entry Equipment* <input type="checkbox"/> Adding Machine <input type="checkbox"/> Transcribing Equipment <input type="checkbox"/> Personal Computer* CSR Speed _____										
Languages: Other than English, list languages in which you are proficient: _____										
Verbal Skills: _____					Written Skills: _____					

Name: \_\_\_\_\_  
 SSN: \_\_\_\_\_  
 Job#: \_\_\_\_\_  
*(To be filled out by applicant)*

Human Resources Use Only

Acc  
Not Acc  
Acc  
Not Acc  
Background Check  
LiveScan  
Drug Screen  
Ref Ck  
DOB  
Rate  
Step Start Date



**THIS SECTION MUST BE COMPLETED. DO NOT ATTACH A RESUME.**

If you need more space for your job record, use the same format on plain white paper.

EXPERIENCE: Beginning with your most recent experience, list all experience gained in the last ten (10) years, including periods of self employment and military service. Give full details which, in your opinion, is related to the job for which you are applying. List any volunteer experience which you believe has enhanced your qualifications. For full consideration, you must provide all information requested about your qualifications and work record.

Mo./Yr. to Mo./Yr.	Name and Address of Employer	Title of Your Position	Name and Phone No. of Supervisor
Hours Per Week	Duties:		
Salary/Mo. \$			
Reason for Leaving:			
Mo./Yr. to Mo./Yr.	Name and Address of Employer	Title of Your Position	Name and Phone No. of Supervisor
Hours Per Week	Duties:		
Salary/Mo. \$			
Reason for Leaving:			
Mo./Yr. to Mo./Yr.	Name and Address of Employer	Title of Your Position	Name and Phone No. of Supervisor
Hours Per Week	Duties:		
Salary/Mo. \$			
Reason for Leaving:			
Mo./Yr. to Mo./Yr.	Name and Address of Employer	Title of Your Position	Name and Phone No. of Supervisor
Hours Per Week	Duties:		
Salary/Mo. \$			
Reason for Leaving:			

**CERTIFICATION AND AGREEMENT OF APPLICANT**

I CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ATTACHMENTS THERE TO ARE TRUE IN ALL RESPECTS. I UNDERSTAND AND AGREE THAT MISSTATEMENTS OR OMISSIONS OF ANY MATERIAL FACT MAY BE CAUSE FOR DISQUALIFICATION OR DISMISSAL. I GRANT PERMISSION FOR THE BASNIGHT LAND & LAWN. TO VERIFY ALL INFORMATION CONTAINED WITHIN BY CONTACTING CURRENT AND FORMER EMPLOYERS, SCHOOLS, REFERENCES AND ANY OTHER PERSON. I RELEASE ALL SUCH PERSONS FROM ANY LIABILITY OR DAMAGES ON ACCOUNT OF HAVING FURNISHED SUCH INFORMATION. I UNDERSTAND MY CURRENT EMPLOYER WILL NOT BE CONTACTED UNLESS I AM BEING CONSIDERED AS A FINALIST IN THE RECRUITMENT PROCESS. I UNDERSTAND AND AGREE THAT IT IS MY RESPONSIBILITY TO ENSURE THAT MY APPLICATION IS RECEIVED BY THE BASNIGHT LAND & LAWN INC. HUMAN RESOURCES DIVISION NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. POSTMARKS WILL NOT BE ACCEPTED. I UNDERSTAND THAT PRIOR TO BEING OFFERED EMPLOYMENT WITH BASNIGHT LAND & LAWN INC. I MAY BE REQUESTED TO TAKE A JOB RELATED WRITTEN EXAMINATION, PERFORMANCE/SKILLS TEST, AND/OR PARTICIPATE IN ORAL INTERVIEW(S). IN THE EVENT THAT I BELIEVE I HAVE A DISABILITY WHICH WILL AFFECT MY ABILITY TO TAKE ANY TEST, I WILL SO INFORM THE BASNIGHT LAND & LAWN INC. PRIOR TO THE ADMINISTRATION OF THE TEST SO THAT IT CAN BE DETERMINED IF A REASONABLE ACCOMODATION IS AVAILABLE WHICH WILL FACILITATE MY TAKING THE TEST. REQUESTED ACCOMMODATIONS MAY INCLUDE ACCESSIBLE TESTING SITES, MODIFIED TESTING CONDITIONS AND ACCESSIBLE TESTING FORMATS. BASNIGHT LAND & LAWN INC. RESERVES THE RIGHT TO REQUIRE MEDICAL DOCUMENTATION CONCERNING THE NEED FOR ACCOMMODATION. I UNDERSTAND AND AGREE THAT EMPLOYMENT WITH THE COMPANY IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A JOB RELATED MY FURNISHING DOCUMENTATION EVIDENCING EMPLOYMENT AUTHORIZATION IN ACCORDANCE WITH THE IMIGRATION REFORM AND CONTROL ACT OF 1986 (IRCA). A BACKGROUND INVESTIGATION, WILL BE REQUIRED FOR SOME POSITIONS. I UNDERSTAND AND AGREE THAT EMPLOYMENT WITH THE COMPANY DOES NOT OCCUR UNTIL THE APPOINTING AUTHORITY AND THE HUMAN RESOURCES DIVISION COMPLETE A PERSONNEL ACTION NOTICE APPOINTING ME TO A POSITION FOLLOWING SUCCESSFUL COMPLETION OF ALL EMPLOYMENT PROCEDURES. UNTIL FORMAL APPOINTMENT IS MADE IN THIS MANNER, ANY OFFERS OF EMPLOYMENT ARE CONDITIONAL AND PRELIMINARY AND MAY BE WITHDRAWN BY BASNIGHT LAND & LAWN INC.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

IF YOU FEEL YOU HAVE NEED FOR SPECIAL TESTING AND INTERVIEW ARRANGEMENTS DUE TO A DISABILITY, CALL THE HUMAN RESOURCES DIVISION OFFICE AT (757) 436-9617.

## VOLUNTARY SUPPLEMENTAL QUESTIONNAIRE

Please complete this form for statistical purposes. It will be detached from your application and the information will not be used to make any employment decision which affects you.

Position applied for: \_\_\_\_\_

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

Sex:  Female  Male

Age Group:  Under 40  40 or over

Veteran:

### Ethnic Origin (Please check one)

All of the following is optional:

- |                                                                                                       |                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> White (Includes Indo-European, Pakistani, East Indian)                       | <input type="checkbox"/> American Indian or Alaskan Native (Includes persons who identify themselves or are known as such by virtue of tribal association) |
| <input type="checkbox"/> Black (Includes African, Jamaican, Trinidadian, and West Indian)             | <input type="checkbox"/> Filipino                                                                                                                          |
| <input type="checkbox"/> Hispanic (Includes Mexican, Puerto Rican, Cuban, Latin American or Spanish)  | <input type="checkbox"/> Other: _____                                                                                                                      |
| <input type="checkbox"/> Asian or Pacific Islander (Includes Japanese, Chinese, Korean or Vietnamese) |                                                                                                                                                            |

### Advertising Effectiveness Survey

How did you hear about this position? (Check all boxes that apply.)

- |                                                           |                                                                      |
|-----------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Job bulletin posted at _____     | <input type="checkbox"/> From agency/department engaged in this work |
| <input type="checkbox"/> Company employee/friend          | <input type="checkbox"/> Basnight Land & Lawn Inc Radio Station      |
| <input type="checkbox"/> Visit to company Human Resources | <input type="checkbox"/> Newspaper/Magazine: Which? _____            |
| <input type="checkbox"/> Telephone call to the Company    | <input type="checkbox"/> Other: Specify _____                        |
| <input type="checkbox"/> Internet                         |                                                                      |