



Please download form, fill all fields, and click "Submit By E-Mail" OR print form, fill fields, scan, and email to us at hearthstone4@comcast.net.

Pre-Employment Agreement

Before you fill out the application, please read our general standards listed below to determine whether your employment with our company would be a comfortable fit for you.

1. UNIFORMS:

We require our day-shift staff to purchase and wear uniform shirts and pants/shorts anytime they are working. We prefer night-shift staff do so as well. Shirts are available for purchase for \$5 each, and this fee can be deducted from your paycheck. Most full-time employees purchase 5 shirts. Pants/shorts can also be purchased at current cost. Torn, badly stained, or worn out shirts may not be worn and must be replaced.

2. SMOKING, DRUGS AND ALCOHOL:

We are a non-smoking work-place. This means that smoking is prohibited on our property, in our trucks, and on our client's properties. Drug use is also prohibited and is cause for termination. Alcohol usage that interferes in any way with your on-the-job performance will be treated the same manner. Since much of what we do involves using equipment and vehicles, we cannot risk someone getting hurt due to alcohol-impaired judgment. As a condition of employment, all job applicants at this company will undergo mandatory testing for substance abuse. Any applicant with a confirmed positive test result will be denied employment.

3. EQUIPMENT POLICY:

If company equipment is damaged or lost due to an employee's carelessness, 25% of the replacement cost will be deducted from the responsible employee's paycheck for the 1st instance in a calendar year, 50% for the 2nd instance, 75% for the 3rd instance, and 100% for the 4th instance. In a clear case of abuse, 100% of the cost will be deducted. This does not include normal wear and tear.

4. PROBATIONARY PERIOD:

The initial 30 days of employment are considered a trial period, during which either the company or the employee may choose to back out of the work arrangement.

5. EMPLOYMENT "AT-WILL":

Hearthstone retains full discretion in terminating employment relationships.

6. DRIVING RECORD:

If you have more than two traffic violations or accidents on your record during the past 3 years, you must discuss this with us prior to filling out this application.

7. PAYROLL DIRECT DEPOSIT:

Hearthstone paydays are on the 5th and 20th of each month. If those dates fall on a weekend or holiday, it will be on the first work day following these dates. We pay by direct deposit, so you must have an active checking or savings account. We can help you set up a free account if needed.

8. EMPLOYMENT ISSUES:

We value our relationships with our employees. The employee's supervisor will address any issues that arise in the course of employment. Should this not resolve the issue, the employee must then discuss the matter with the company president. Any work matters that remain unresolved with an employee or ex-employee are required to be resolved by arbitration, where the law permits.

If these items are acceptable to you, please sign below and continue with the application. If these requirements are not workable for you, we thank you for your interest in applying for work with us and wish you the very best in your job search.

Signature

Date



Audition for Sweeper Driver Position

If you are applying for a parking lot sweeping position, your application has 2 steps.

1. Fill out the attached paperwork.
2. Audition with an experienced driver.

Since night-time sweeping is different from any other job, the only reliable way for you to know if this is the right job for you is to see for yourself.

Step 2 in your application process involves you doing just that. If your application is approved, allowing you to proceed to step 2, we'll let you ride along with an experienced driver for one night to get a good look at what's involved. You can ask questions as you think of them during the night. If you decide during the audition ride that this job isn't for you, you can have the driver bring you back. You won't be doing any work -- just observing, and deciding if this is for you.

The morning following your audition ride, leave your supervisor a note indicating if you wish to go into training. He will get input from the driver you rode with, and if both you and we are comfortable with the fit, we'll schedule you for training.

Sign below if you agree to this audition ride if the first part of your application is approved, and indicate the night that would be best for you. If selected, you should plan to show up around 8:30 pm on that night, and plan to be out about half the night.

Although the one-night audition is not paid, should you decide to proceed, we will pay you for training (usually 2 nights of training at \$9.50 per hour). If inspections of your work show consistent high quality, you will be considered for our "book rate" pay plan, which is a modified salary plan.

I agree to ride along with a driver on a (please state which night is best for you).

I also realize that this is voluntary, and I will be able to leave at any time.

Signature Date



Motor Vehicle Report Request Form

I, , give my permission to this company to obtain information on my driving record in the selection process of application for employment.

I also understand that a copy of my driving record will be kept in my personnel file if employment is made with this company.

Signature Date

Drivers License No.

State

Date of Birth

SSN



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, or any other legally protected status.

Application for Employment

Position Applied For Date of Application

Last Name First Name Middle Name

Address Apartment #

City State ZIP

Phone (with area code) Alternate Phone

Social Security Number Email

Are you a U.S. Citizen? Yes No Marital Status Single Married Sex Male Female

QUESTIONNAIRE

Are you legally eligible for employment in the U.S.? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa Immigration Status? (Proof of citizenship or immigration status will be required upon employment.) Yes No

Are you currently on "lay off" status and subject to recall? Yes No

Are you active in the military reserves? Yes No

If yes, approximately how much time will you need off each month?

Have you ever applied for employment with us? Yes No

If yes, please give approximate date (month/year).

Do any of your friends or relatives work with us? Yes No

If yes, please state name and relationship.

Do you consume alcohol or use tobacco of any kind? Yes No

If yes, please specify.

Do you have any child support issues we would need to know about in the case of employment? Yes No

Do you work best in a team environment or individually?

Have you ever filed bankruptcy? Yes No

If yes, please explain.



QUESTIONNAIRE, cont.

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

Has your driver's license ever been revoked? Yes No

If yes, please explain.

Have you ever been arrested for DUI or any other misdemeanors? Yes No

If yes, please explain.

Have you been convicted of a felony or crime in the past ten years? Yes No

If yes, please explain.

Do you have your own transportation? Yes No

Approximately how far do you live from Hearthstone's office location?

When would you be available to begin work?

Are you available to work full-time? Yes No

If no, please state hours you are available.

Are you currently employed? Yes No

If yes, may we contact your employer?

Yes No

Have you ever been terminated from a position? Yes No

If yes, please explain:

EDUCATION / MILITARY

Schooling	Name and Address of School / Place Where Stationed	Course of Study/ Branch of Service	Years Completed	Year Graduated
High School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Undergraduate College	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Graduate/ Professional	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (Specify)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Armed Forces	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DESCRIBE any specialized training, apprenticeships, or skills that may be relevant to the position you are applying for.



WORK EXPERIENCE (begin with your present or most recent job)

Company Name	<input type="text"/>	Dates Employed (Mo./Year): From	<input type="text"/>	To	<input type="text"/>	
Address	<input type="text"/>	Pay Rate / Salary:	Starting	<input type="text"/>	Final	<input type="text"/>
Telephone	<input type="text"/>	Work Performed				
Job Title	<input type="text"/>	<input type="text"/>				
Supervisor's Name	<input type="text"/>					
Reason for Leaving	<input type="text"/>					
May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please explain: <input type="text"/>				

Company Name	<input type="text"/>	Dates Employed (Mo./Year): From	<input type="text"/>	To	<input type="text"/>	
Address	<input type="text"/>	Pay Rate / Salary:	Starting	<input type="text"/>	Final	<input type="text"/>
Telephone	<input type="text"/>	Work Performed				
Job Title	<input type="text"/>	<input type="text"/>				
Supervisor's Name	<input type="text"/>					
Reason for Leaving	<input type="text"/>					
May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please explain: <input type="text"/>				

Company Name	<input type="text"/>	Dates Employed (Mo./Year): From	<input type="text"/>	To	<input type="text"/>	
Address	<input type="text"/>	Pay Rate / Salary:	Starting	<input type="text"/>	Final	<input type="text"/>
Telephone	<input type="text"/>	Work Performed				
Job Title	<input type="text"/>	<input type="text"/>				
Supervisor's Name	<input type="text"/>					
Reason for Leaving	<input type="text"/>					
May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please explain: <input type="text"/>				

Company Name	<input type="text"/>	Dates Employed (Mo./Year): From	<input type="text"/>	To	<input type="text"/>	
Address	<input type="text"/>	Pay Rate / Salary:	Starting	<input type="text"/>	Final	<input type="text"/>
Telephone	<input type="text"/>	Work Performed				
Job Title	<input type="text"/>	<input type="text"/>				
Supervisor's Name	<input type="text"/>					
Reason for Leaving	<input type="text"/>					
May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please explain: <input type="text"/>				

COMMENTS Please include explanation for any gaps in employment.



FOR SWEEPING APPLICANTS ONLY:

Do you have any medical conditions (dizzy spells, vertigo, diabetes, fainting, allergies, back problems, chronic fatigue, vision problems, etc.) that could impact your ability to drive safely at night, walk for up to 30 minutes at a time carrying a 20 lb. blower, empty trash cans weighing up to 50 lbs., or work in dusty conditions? Yes No

If yes, please explain:

FOR LANDSCAPING APPLICANTS ONLY:

Do you have any medical conditions (dizzy spells, vertigo, diabetes, fainting, allergies, back problems, chronic fatigue, asthma, heat intolerance, etc.) that could impact your ability to drive safely, operate heavy equipment, or work outside all day? Yes No

If yes, please explain:

SIGNATURE

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of this employer.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

I authorize Hearthstone Group LLC to access my personal history through one of the consumer reporting agencies. If a report is obtained, I understand that I have the right to request the name of the agency queried so that I may obtain from them the nature and substance of the information contained in the report.

Signature

Date



FOR OFFICE USE ONLY

Hire Date

Start Date

Pay Rate

Division

Approved By

Additional Comments:



Background Consent Form

In connection with my application for employment, Hearthstone (the "Employer") may request criminal background records on me from Complete Screening Inc (CSI). I understand that these reports may include a social security trace, credit bureau report, criminal background searches, department of motor vehicle records, sex offender registries, and other governmental public record sources.

By signing below, I give my consent and authorization to this Employer and any agency contacted in connection with this application to obtain the investigative reports as listed above.

I release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Employer and/or Complete Screening Inc. information that they may request pursuant to this release.

A photocopy or faxed copy of this release will act as the original and shall be valid for this and any future reports or updates that may be requested by the Employer in connection with my employment.

Signature

Date



Please fill out all blanks below:

Print Full Name Date of Birth
First Middle Last

Social Security No.

Drivers License No.

State of Issue

Present Address:

Address Apartment #
City State ZIP

Previous Address:

Address Apartment #
City State ZIP

Have you ever been arrested or convicted of a felony/misdemeanor? Yes No

If yes, where did the arrest/conviction take place?

If yes, please explain:

IMPORTANT NOTICE: If you are using an Internet-based email program such as gmail or yahoo mail, please save this form and send it as an attachment to hearthstone4@comcast.net.