

1. You must be **able bodied, able to lift at least 50 lbs** to do most of the work we do. You must **tell me about any previous work injury or disability** before you are put in a position to re-injure yourself.
2. You must have a **valid driver's license**, and a **reasonably clean driving record** so that I may insure you to drive our company vehicles and operate our machinery.
3. You must keep a reasonably **neat appearance**. Hat, haircut, shave, tattoos, piercings, all are **subject to my final approval**.
4. You must have your own **reliable way to get to work**. Your own car, a ride, bus, camel, whatever, but you must get to work. Depending on co-workers to give you a ride doesn't always work. If you can't get here, you can't keep your job.
5. You must have some **way for me to reach you**. A cell phone is best, a home phone is good, a pager is fair, and a message phone is terrible. I may split the cost of a cell phone with you, if you sign up yourself, I can reimburse you partially for each bill.
6. I will provide you with an outer layer medium thickness coat in the winter time. You will need heavier clothing under that. In the spring, summer, and fall, I will provide you with 2 to 4 TLC t-shirts, 1 to 2 pairs of black pants, and possibly a coat. **All other clothing, including gloves, hats, etc., is your responsibility**. I may let you wear shorts, but they must be the Carhartt black heavy work jean shorts, that go almost to your knee. I suggest black light hiking type boots for green season work, you will be walking a lot. In the winter, I think the best boot is something light and waterproof, with light to moderate tread. All clothing I provide to you is company property, and upon your termination must be returned to me. **I reserve the right to withhold part of your paycheck equal to the amount of money needed to replace the clothing that you do not return.**
7. **You must not be an illegal drug user. I reserve the right to make drug screening tests a requirement for employment**, both to be hired and to keep your job. We operate equipment that can be very dangerous if you are under the influence of alcohol or drugs.
8. **You must not arrive to work inebriated**, or impaired in any way, or consume alcohol while working.
9. You must be legally **allowed to work in the USA, and able to work in both ID and WA**.
10. You must be **honest** with me in all things I ask **about your ability to work**. I must reserve the right to terminate you at my discretion for not being truthful about your work ability and experience.
11. I will be contacting your previous employers. I may ask you to sign a form that releases your previous employers from liability if they have something negative to say about you. This will help me know that previous employers are being honest about your work performance. **If you are not truthful regarding your relationships with your previous employers, I reserve the right to not hire or terminate you at my discretion.**
12. Our dress code changes occasionally. **I have the final say in what is appropriate for you to wear to work**, and as to when you wear company clothing.
13. I will provide safety glasses/goggles and ear plugs for you. It is up to you to use them. If we are out, let me know immediately. **It is your responsibility to protect your eyes, ears, and your body**. I will help as much as I can, through training and safety equipment. But ultimately, it is you who will out there doing the work, and you who will have to watch out for your safety.
14. **You must arrive to work on time and ready to go**. I recommend getting here 10 minutes early, to allow for any problems between your house and the shop. Do not make your coworkers wait for you: you will lose your job very quickly. If you can't get to work, you must call me on my cell phone to inform me and give a reason. If you need some time off, you must clear it with me at least ten days in advance.
15. I will review your job performance periodically. When something is unsatisfactory, I will usually give you a written report, and have you sign a copy for me that documents we talked about it. **If your performance is unsatisfactory on a consistent basis, then I reserve the right to terminate your employment at my discretion. Stealing of any company, personal, or customer property, falsifying time cards, or lying will result in immediate dismissal, and you may be prosecuted.**

Please leave this copy at the job service.

Applicant's signature Printed Name Date
one copy to TLC, one copy to applicant

Ken Windsor, for TLC Date

A note to prospective TLC Employees:

There are some things you need to know about this job before you decide you want to work here.

1. It is hard work. You will be in the sun, outside every day, working hard and sweating. You will not have an even tan, or an opportunity to tan anything that doesn't stick out of a T shirt. You will get dirty and dusty. You will have grass on your pants all the time. If you are very sensitive to sun or you have hay fever or allergies to grass, this isn't the job for you.
2. This is not a job with normal hours. Nine to five is a dream here. In April and May, you may work as many as 60 hours per week. There are some weeks I may need you all seven days. Once college is out, it gets easier. But if there are four lawns left on the list, even though it is Friday at 4:30, I expect you to get them done. I know that sounds terrible, but it is only really tough to work here from about April 15th to May 15th. After that, everything slows down and things get much easier. But I need you to be manly until it does. I am human, I do understand that not many people want to work that much. But it is necessary, sometimes a week or two in a row. You've got to be up for it if you want this job.
3. You will be driving everywhere to work. Aside from mowing at the shop, and sometimes some other landscaping work out here, you will be in and out of a truck all day, working and driving. If your wife or girlfriend calls and tries to find you, I won't know where you are.
4. Even though you will be dirty and dusty and sweaty all the time, I demand you dress the way I want you to. The toughest one is keeping your shirt tucked in. Believe it or not, I do not want to see your underwear. Neither does anyone that hires us. I know that's hard to believe, but it's true. Keeping you pants up is in this category too, belts are made for people other than the karate guys. The waist of your pants belongs at the waist on your body. I don't subscribe to 50-cent as the fashion expert, most of the people that hire us are older than 40 and think that looks silly.
5. Appearance is everything in an industry like ours. How you look while working, while driving, while doing everything, is a reflection on this business, me, and everyone that works here, even our other clients. If you are barfing behind a gas station, from a hangover, and a customer sees you doing it, then that looks bad. If you act like an A-hole to the clerk when buying your Pepsi at the gas station, then that reflects negatively on all of us.
6. I don't want to see your jewelry. Neither do the people that hire us. Having a giant stud in your ear may make you score with the ladies, or the dudes, or whatever, but it is not professional. You may wear a watch and a wedding ring, that's all.
7. When in doubt about something, my way is the only way. I realize that I am an ugly man with no fashion sense. Really. But I still know what looks professional, and what people want workers to look like when they come to their house. Homeowners don't want rough looking ex-cons rolling up in cut off jeans and a wifebeater, cutting their grass while they sit in a corner and pee their pants. Trust me. That is why TLC is expanding and the other outfits in town are not.
8. You must show up every day, and show up on time. This isn't like school: if you don't show up, the show does not go on. If you are gone, then we get behind, we mow less lawns, and then they get mowed less times per year, and we make less money. If that happens too much, customers quit. If they quit, I don't need as many employees. I need dependable people, and I pay well for them. If you are unreliable, DO NOT waste our time.
9. This is a lawn business. That means I expect you to be here when the lawns need us, which is spring and summer. No spring break 10 day vacations, nothing like that. We do 70% of our business is March, April, May, and June. So time off is for other months. Obviously there are exceptions, but there better not be many. After about July 15th, you can take off almost as much time as you want. But you have to get through the hard time.

If you accept these things, then you can probably work here. There are some other things of course, but this is about all the jokes I can think of at once. Even though some of this is a little funny, what it covers is dead serious. If you can't do all of these things, and accept that you have to do them to be a professional, then you probably will be better off working for someone else.

Ken

Employee Signature _____

Total Lawn Care Inc. Employment Application. Please fill this out completely. Job No. 1421143

If you leave areas blank, I probably won't call you. This is the only tool I have to decide on whether I should interview you or not. Please make the most of it. If you leave areas incomplete, write illegibly, or are not truthful, then that indicates to me how you might perform at work.

Please read the hiring procedures and job requirements page. Before you start work, I will expect you to sign a copy for me. I expect you to understand and abide by ALL of them if you want to work here. If you have questions, speak up! It's the only way I'll know you're thinking about it!

Spring work comes in spurts. It may be a month or more before I call you. It's always a good idea to call the office and let me know you're thinking about working here. The number is 882-7230, or ken@greenshirts.net. The fact that you call and are show me you're interested might get you the job.

Name (Last, First, Middle)		Best phone number to reach you (Cell)	
Actual address where you live		City	Another phone number (home or message)
mailing address		City state zip	email address How often you check your email?
Birth date:	Are you legally allowed to work in WA and ID?		Today's date
Are you on parole or probation?		Wage garnishment, now or future?	
Driver's license #	Driving record clean?	Have you applied to TLC before?	When?
Are you a student? Yes / No / I will be (when?)	day classes end	semesters left:	Summer school or internship? When?
Times you can work: (even parts of days)	Mon	Tue	Sat
Summer trips planned? What & When?	Wed	Thu	Sun
we rarely work Sundays, only if there is lots of rain or to utilize students' hours	Fri	When can't you work? Why?	Anything else?
High School attended:	State:	graduated when?	
College attended	Major:	graduate when?	
Have you served in the military? Yes/No	Branch?	Honorably discharged?	Rank?
Dates of service:		Are you in the reserve now?	
Skills you want to tell me about:			
Tell me about your skills and history that will help you do this job. Equipment you have used, what you did at other jobs that will help you here, etc			

REFERENCES: Four people not related to you that can tell me about your character. You should tell them I'll call.

Name	City, State	Phone # I can reach them	Occupation

What do you think these people will say about you?

EMPLOYMENT HISTORY: This is very important. Start with your last job, and don't leave any out. If you have gaps in your employment history, please tell me why. If you were laid off or fired, write down the reason.

Started: (mo/yr) End:	Company:	City/State:
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Your responsibilities there. Please be thorough:

explain why you left:	Supervisor's name	Supervisor's phone number:
Started: (mo/yr) End:	Company name:	City/State:

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explain why you left:	Supervisor's name	Supervisor's phone number:
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I certify that the information I have given here is as accurate as I can make it, and is not intentionally misleading in any way. I understand and will agree to the hiring procedures and job requirements. I understand that lying or falsifying information is grounds for immediate termination. I understand that random drug screening may be a requirement for hiring and or for keeping a position if hired.

Your printed name: _____ Date: _____ Signature: _____