

APPLICATION FOR EMPLOYMENT

P E R S O N A L

Last Name _____ First Name _____ M.I. _____ Date _____

Street Address _____ Home# _____

City, State, Zip _____ Cell # _____

Email Address _____ Pay Expected _____

Have you ever applied here before? Yes _____ No _____

If Yes, When? _____ Over Time Yes ___ No ___

Position Desired: _____ When will you be available for work? _____

Apartment from religious absences are you able for full time work? _____

If not what hours can you work? _____

Are you legally eligible for employment in the United States? Yes _____ No _____

Other special training or skills: (languages, machine operation) _____

Please ck if you are with any of the following:
 Ft. Des Moines _____
 Bridges _____
 Temp Agency _____

E D U C A T I O N

School	Name & Location of School	Course of Study	# of Years Completed	Graduate?
Graduate				
College				
Business/Trade				
High School				
Elementary				

MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS

Exclude those which may disclose race, color, religious, or natural origin.

(Please give accurate complete full-time and part-time employment record. Start with your present or most recent employer)

Company Name: _____ Address: _____ Job Title & Descriptions: _____ Reason for leaving: _____	Phone # _____ Employed (Mo/Yr) _____ Weekly Pay _____ Start \$ _____ Last \$ _____
Company Name: _____ Address: _____ Job Title & Descriptions: _____ Reason for leaving: _____	Phone # _____ Employed (Mo/Yr) _____ Weekly Pay _____ Start \$ _____ Last \$ _____
Company Name: _____ Address: _____ Job Title & Descriptions: _____ Reason for leaving: _____	Phone # _____ Employed (Mo/Yr) _____ Weekly Pay _____ Start \$ _____ Last \$ _____

We may contact the employers listed unless you indicate those you do not want contacted.
 Employer: _____ Reason _____

MILITARY

Did you ever serve in the armed forces? Yes _____ No _____

The information requested in this section may be needed for legally permissible reason, including, without limitation, national security considered a legitimate occupation qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Federal law also prohibits discrimination based on age, citizenship, and disability. The laws of most States also prohibit some or all above types of discrimination as well as some additional types such as discrimination based upon diversity, marital status and sexual preference.

Marital Status _____ Single _____ Separated _____ Sex _____ Male _____ Female
Engaged _____ Divorced _____
Married _____ Widowed _____ U.S. Citizen _____ Yes _____ No

Number of dependents, including yourself _____

Are you a Vietnam Veteran? _____ Yes _____ No _____

What was your previous address? _____ How long at present address? _____

_____ How long at previous address? _____

Have you ever been bonded? _____ Yes _____ No _____ If Yes, with what employers? _____

Are you over 18 years of age? _____ Yes _____ No _____ (If not employment is subject to verification of age)

Have you ever been arrested in the past ten years? _____ Yes _____ No _____ If Yes, describe for what in full.

State name of relatives and/or friends working for us: _____

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. 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. If you decide to engage an investigation consumer reporting agency to report on my credit and personal history I authorized you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

Date: _____ Signature: _____

Alcohol & Drug Policy

A+ Lawn & Landscape

3/2/10

Purpose

The purpose of this procedure is to institute and maintain a program for achieving the objective of a drug-free work force and to provide a workplace that is free from the illegal manufacture, distribution, dispensation, possession, sale, and/or use of illegal drugs.

Exemption

The classification of **Temporary/occasional** labor is exempt from mandatory drug testing.

Scope

This document describes the current policy and practice of A+ Lawn & Landscape and its subsidiaries and will be interpreted, administered, and amended by A+ Lawn & Landscape within its sole discretion. This procedure is not intended to and does not confer legal rights or impose legal obligations.

This policy covers all applicants, rehires, and current employees (including temporary employees).

Definitions

A. The term *illegal drug* means drugs and controlled substances, the possession or use of which is unlawful, pursuant to the laws of any country and Federal, State, and local laws and regulations in the United States.

Drugs and controlled substances that are not legally obtainable, or that are legally obtainable but have not been legally obtained, are considered to be illegal drugs. Examples include amphetamines, barbiturates, benzodiazepine, cannabinoids, cocaine, methadone, methaqualone, opiates, phencyclidine, and propoxyphene.

B. The term *controlled substance abuse* includes prescribed drugs not being used for prescribed purposes or in a prescribed manner.

Policy Objectives

In order to further our goal of obtaining a drug-free and an alcohol-free workplace and testing facility, will follow pre-existing Department of Transportation Safety

Regulations. A+ Lawn & Landscape has decided to expand the prior drug/alcohol testing program which we believe will help reduce accidents and casualties in our operation. We believe that the implementation of such a program will discourage substance abuse and reduce absenteeism, accidents, health care costs and other drug/alcohol related problems. We further believe that this testing program will operate as a deterrent to those individuals who might be tempted to try drugs for the first time or who currently use drugs. Finally, we believe that this program will enhance the safety and health of our employees by fostering the early identification and referral for treatment of workers with substance abuse problems.

A+ Lawn & Landscape drug/alcohol testing program is incorporated in an overall substance abuse policy that is designed to create a drug-free and an alcohol-free workplace. The program has been developed in compliance with existing federal regulations and in a manner which ensures accurate and reliable test results, thereby eliminating the possibility of any "false positives". It also contains procedures designed to recognize and respect the dignity and privacy of all of our employees. More importantly, we recognize that our employees are our most valuable resource and we want to assist any employee who feels that he or she may have a problem with chemical dependency or alcoholism. We therefore have available information on and access to appropriate employee assistance programs designed to help those individuals desirous of treating such problems.

Required Testing

1. Post-Offer (pre-employment) Testing

Any applicant (with the exception of a temporary/occasional labor applicant), considered for employment will be required to provide a urine sample for testing and sign an "Applicant Consent Form."

2. Probable Suspicion/Reasonable Cause Testing

The Company will require a drug and/or alcohol test for an employee when there is "probable suspicion" that the employee cannot safely perform his or her job and could potentially be under the influence of a prohibited drug and/or alcohol in violation of this policy.

The employee will be asked/required to sign the consent form. Any employee who refuses to sign the consent form or to provide a urine and/or breath sample will be considered as admitting guilt, insubordinate, and will be disciplined as a "positive" result, subject to appropriate disciplinary measures up to and including discharge.

If possible, the probable suspicion circumstance; should be witnessed by at least two (2) trained supervisors or company representatives.

If the supervisors and/or company officials determine that Probable Suspicion/Reasonable Cause exists, the employee will be tested for alcohol and/or drugs. The employee will not be allowed to drive and will be escorted to the clinic by a supervisor or company official to provide a urine sample for drug testing and/or breath sample for alcohol testing. After appropriate samples are provided, arrangements will be made with a spouse, family member or other individual to transport the employee to his/her home. In the event no such individual is available, a taxicab will be called to take the employee home, at the employee's expense. The employee will be reimbursed for the cost of the taxicab if the results of his/her tests are both negative. If the employee refuses to cooperate at any time and attempts to operate his/her own vehicle, the Company will take appropriate efforts to discourage him/her from doing so, up to and including contacting local enforcement officials.

Pending the company's receipt of the results of the employee's drug and/or alcohol tests, the employee will be suspended without pay. If the test results are negative, the employee will be reinstated with no loss of seniority and in appropriate instances will be awarded full back pay.

3. Post-Accident Testing

Any employee involved in a reportable accident will be required to provide a urine sample and/or breath sample for testing. Non-compliance with these terms will be considered an admission of guilt and disciplined as a "positive" test result.

Any employee failing or refusing to provide a drug/alcohol sample or who has a verified positive or adulterated test result after being involved in an accident will be subject to appropriate disciplinary measures, up to and including discharge.

4. Random Testing

All employees will be subject to unannounced, random urine drug and/or breath alcohol tests at a frequency and rate determined by A+ Lawn & Landscape.

Employees will be selected for testing by an independent, third party utilizing a computer based random number generator and all employees will have an equal chance of being selected. Any employee selected for a random test will be subject to additional tests in the future if he/she is again selected.

Any employee refusing to submit to a random drug/alcohol test at the time of the request, ("Refusal to Test") will be subject to appropriate disciplinary measures, up to and including discharge.

Assistance in Overcoming Illegal Drug Use or Controlled Substance Abuse

Early recognition and treatment of illegal drug use or controlled substance abuse is important for successful rehabilitation, return to productive work, and

reduced personal, family, and social disruption. A+ Lawn & Landscape encourages the earliest possible diagnosis and treatment for illegal drug use or controlled substance abuse. A+ Lawn & Landscape supports sound treatment efforts. A+ Lawn & Landscape will not, however, assist employees in overcoming illegal drug use or controlled substance abuse. The decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is the individual employee's responsibility. Before an employee can be reinstated to his/her job, they must first complete a substance abuse program, receive a verified "negative" substance test and must reapply for a position with A+ Lawn & Landscape.

Authorized Use of Prescribed Medicine

An employee undergoing prescribed medical treatment with any drug or controlled substance that may impair his or her physical or mental ability should report this treatment to A+ Lawn & Landscape Human Resource Department, which will determine whether the Company should temporarily change the employee's job assignment during the period of treatment.

Alcohol Use or Possession on Company Premises

The use, possession, sale, or distribution of alcohol on Company premises, or in Company-supplied vehicles, whether during working hours or non-working hours, is prohibited and constitutes a violation of policy. Such action will be handled pursuant to the A+ Lawn & Landscape policy on work performance and conduct.

Prohibitions

A+ Lawn & Landscape policy prohibits the following:

1. Use, possession, manufacture, distribution, dispensation, or sale of illegal drugs whether on or off company premises and whether during working hours or non-working hours
2. Controlled substance abuse whether on or off Company premises and whether during working hours or non-working hours
3. Storing any illegal drug in a locker, desk, automobile, or other repository on Company premises
4. Being under the influence of an illegal drug or engaging in controlled substance abuse on Company premises, or while engaged in Company business, or in Company-supplied vehicles, or during working hours
5. Testing positive for illegal drugs or controlled substances without a legal basis for use

6. Switching or adulterating any urine sample submitted for testing, or submitting a false sample for testing
7. Use, possession, sale, or distribution of alcohol, or being under the influence of alcohol on Company premises, or in Company-supplied vehicles, whether during working hours or non-working hours
8. Refusing consent to testing or refusing to submit a urine sample for testing when required by a Company representative or by representatives of any Company customer, vendor, or supplier
9. Being indicted or convicted under any criminal drug statute for a violation occurring in the workplace or outside the workplace
10. Failing to notify the Company of any incident or conviction under any criminal drug statute within 5 days of the event
11. Failing to comply with rules and regulations promulgated under any testing programs maintained by A+ Lawn & Landscape pursuant to such rules and regulations.

Testing

1. A+ Lawn & Landscape will establish a testing program for illegal drugs and controlled substances for all employees and will, in its sole discretion, determine (and may at any time change) the requirements, extent, and frequency of employee testing.
2. A+ Lawn & Landscape will test all applicants, whether new employees or rehires. A+ Lawn & Landscape requires that every newly hired and rehired employee be free of illegal drug use and controlled substance abuse. Each offer of employment shall be conditioned upon the successful completion of a test for illegal drugs and controlled substances as prescribed by the Company. Any applicant who tests positive in the pre-employment drug test shall be rejected unless the applicant adequately establishes a legal basis for the use of the drug or controlled substance with respect to which the applicant tested positive ***TEMPORARY/OCCASIONAL WORK APPLICANTS ARE EXEMPT FROM MANDATORY DRUG TESTING.**
3. Whenever A+ Lawn & Landscape, during the course of an investigation by management security, has reasonable suspicion that an employee has used illegal drugs or engaged in controlled substance abuse, whether during working hours or non-working hours, on or off Company premises, the Company may require the employee to submit a urine or other acceptable sample for testing, as prescribed by the Company.

4. Failure of any employee to establish adequately a legal basis for the use of any drug or controlled substance with respect to which the employee tests positive shall constitute a violation of this policy.
5. Applicants and employees subject to testing must, prior to testing, sign an approved form agreeing to the testing, authorizing the release of test results to the A+ Lawn & Landscape Human Resource Department, and authorizing the disclosure of the results by the Human Resource Department to the employee's supervisor, higher management, and other persons. The Human Resource Department will obtain the results of the analyses and communicate or disclose such results to human resources, the employee's supervisor, higher management, and any other person in accordance with the Company's policies and procedures. A+ Lawn & Landscape officers, employees, agents, and representatives may use such information in connection with Company business and for purposes of employment and disciplinary actions, and disclose it when required to Government agencies and to others upon valid legal requests, legal proceedings, and other situations to protect the interests of and otherwise in accordance with policies on employee data.

6. A+ Lawn & Landscape, prior to taking any action, will give all employees who test positive the opportunity to explain in writing the test results. Failure of any employee to establish adequately a legal basis for the use of any drug or controlled substance with respect to which the employee tests positive shall constitute a violation of this policy. An MRO (Medical Review Officer) may be used to verify "positive" results at the discretion of the company.

7. A+ Lawn & Landscape will establish and maintain any and all additional testing programs and requirements that may be necessary or appropriate to comply with applicable rules and regulations of all Government agencies.

Consequences for Violation of the Drug-Free Policy

1. Violation of this policy may result in severe disciplinary action, including termination, at the Company's sole discretion.

2. A+ Lawn & Landscape will promptly terminate any employee who tests positive for illegal drugs or controlled substances, unless the employee establishes a legal basis for the illegal drug or controlled substances, if the employee has tested positive for illegal drugs or controlled substances without establishing a legal basis for such use on a previous occasion.

3. A+ Lawn & Landscape will promptly terminate any employee who tests positive for illegal drugs or controlled substances, unless the employee establishes a legal basis for the illegal drug or controlled substances, if the employee has been referred at Company request for treatment or counseling on a previous occasion.

ACKNOWLEDGEMENT OF RECEIPT
OF SUBSTANCE ABUSE POLICY

I have read and understand the Substance Abuse Policy of the Company and agree to abide by its terms and conditions. I further understand and agree that if the results of any specimen provided by me are positive, the Company may release such positive results to the appropriate federal or state licensing or certifying authorities pursuant to whose authority I hold a license or certificate.

Employee Printed Name

Date

Employee Signature

CRIMINAL BACKGROUND CHECK AUTHORIZATION

It is the policy of A+ Lawn & Landscape to do criminal back round checks on all applicants before employment begins. Please sign the authorization below allowing us to do this back round check.

I, _____, authorize A+ Lawn & Landscape to complete a criminal back round check on me.

Employee Signature

Date