



# EMPLOYMENT APPLICATION

**Production**

## APPLICANT INFORMATION

Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Street/P.O. Box City State/Zip Code

Telephone No. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

Desired Position \_\_\_\_\_ Desired Salary \_\_\_\_\_

Are you authorized to work in the United States? \_\_\_\_\_

## EDUCATION

Name of School	Last Grade Completed	Degree Earned

## EMPLOYMENT HISTORY

**List your three most recent positions, starting with last position held.**

Position held:	Dates: FROM TO
Company name:	Salary:
Supervisor's name:	Supervisor's number:
Was dismissal voluntary or involuntary?	
If involuntary, explain.	

OFFICE USE ONLY: 1 2 3 4 5

Reviewed by (please initial) \_\_\_\_\_ Date \_\_\_\_\_

***Next most recent position***

Position held:	Dates: FROM TO
Company name:	Salary:
Supervisor's name:	Supervisor's number:
Was dismissal voluntary or involuntary?	
If involuntary, explain.	

***Least recent position***

Position held:	Dates: FROM TO
Company name:	Salary:
Supervisor's name:	Supervisor's number:
Was dismissal voluntary or involuntary?	
If involuntary, explain.	

**REFERENCES**

***List THREE REFERENCES (professional only)***

<b>Name:</b>	Occupation
Address:	What is relationship?
	How long have you known this person?
Telephone number:	
E-mail address:	

<b>Name:</b>	Occupation
Address:	What is relationship?
	How long have you known this person?
Telephone number:	
E-mail address:	
<b>Name:</b>	Occupation
Address:	What is relationship?
	How long have you known this person?
Telephone number:	
E-mail address:	

**WORK SKILLS**

**This section applies to RESIDENTIAL and UTILITY tree clearing and trimming experience only (not firewood).**

**1. Select the areas you have experience in and for how long.**

Selection:	Length of Time
<input type="checkbox"/> Tree climbing	_____
<input type="checkbox"/> Chipper	_____
<input type="checkbox"/> Stump Grinder	_____
<input type="checkbox"/> Chain Saw	_____
<input type="checkbox"/> Bucket Truck	_____
<input type="checkbox"/> Herbicide application	_____
<input type="checkbox"/> Garlon stump treatment	_____
<input type="checkbox"/> Line clearance tree trimming	_____
<input type="checkbox"/> Other experience (please list) _____, _____	

**2. List all Line Clearance Certifications (for example, EHAP, LCQS, etc.).**

Certification	Expiration date

**3. List all Commercial Pesticide Applicator Licenses (i.e., CORE, Cat-5, and Cat-6).**

Certification	Expiration date

**4. List three rigging techniques used in the tree industry.**


**5. List three knots commonly used in the tree industry.**


**6. Please answer the following questions:**

- Which side of the chipper do you feed from?
- Are rakings chipped?
- Explain how to locate utilities before stump grinding.
- Give an example of a job in which you used a stump grinder.
- Explain when wheel chucks are used.
- How often must you run a di-electric test?
- Explain how to properly sharpen and maintain a chain saw.
- Do you own climbing gear?

**DRIVING SKILLS / RECORD**  
**Commercial Drivers must be at least 21 years of age.**

**Federal DOT regulations require checks on all drivers.**

Select all vehicles and equipment that you have experience operating and indicate how many years experience you have.

- Automatic Transmission \_\_\_\_\_
- Manual Multi-speed Trans. \_\_\_\_\_
- Two-speed Rear Axle \_\_\_\_\_
- Truck and Chipper \_\_\_\_\_
- 1-Ton Truck \_\_\_\_\_
- 2-Ton Truck \_\_\_\_\_
- Bucket Truck \_\_\_\_\_
- Semi Tractor and Trailer \_\_\_\_\_
  
- Other Heavy Equipment (please list, include length of time) \_\_\_\_\_  
\_\_\_\_\_

1. Do you have a valid driver's license? \_\_\_\_\_

If so, select type of license you hold:

- Operator
- Chauffeur
- Commercial

2. Have you ever been denied a license, permit or privilege to operate a motor vehicle?

- Yes
- No

3. Has any license, permit or privilege ever been suspended or revoked?

- Yes
- No

4. Please list "at fault" accidents for the past 3 years. Do not disclose personal injuries.

Date	Nature of Accident (Head-on, rear-end, etc)	Fatalities (yes or no)	Injuries To Others' (yes or no)

5. Please list all traffic violations for the past 3 years.

Date	Charge	Conviction	Penalty


6. Have you ever been convicted of a felony?

- Yes
- No

NOTE: If you answered yes to either question number 2, 3 or 6, please attach a statement giving details.

**Ability to Perform Essential Functions of the Job**

All production positions are physically demanding. Entry-level employees in these positions are expected, within a reasonable time after they commence employment, to be able to do tree work. This work includes climbing trees and removing tree limbs using various hand and power tools on a continuous basis during an eight or more hour shift; removing and disposing of tree limbs using various mechanized tools, which can require lifting and carrying from 50 to 100 pound loads. Some entry-level employees will also be required to obtain state licenses to apply pesticides and engage in duties that require exposure to various chemicals and pesticides.

**Are you physically able to safely perform these job duties with or without a reasonable accommodation?**

- Yes    No

**Please Read Carefully**  
**Application Verifications and Acknowledgement**

I certify that the information contained in the application is correct to the best of my knowledge and understand that falsification of this information may result in the refusal to hire or, if hired, dismissal. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that may result from furnishing such information to you. I authorize you to request and receive such information, in the process of my being considered for employment by your company. I agree to conform to the guidelines of the company and acknowledge that these guidelines may be changed, interpreted, withdrawn, or added to by Quality Tree Service of West Michigan, Inc.'s sole option and without any prior notice to me.

I understand that Quality Tree Service of West Michigan, Inc. is an AT WILL employer. I further acknowledge that my employment may be terminated, and any offer of employment, if such is made, may be withdrawn, with or without cause, and with or without any prior notice at any time, at the option of Quality Tree Service of West Michigan, Inc. or me. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or assume or make some other personnel move, either prior to or after commencement of employment, or make any agreement contrary to the foregoing unless in writing, signed by the president of the company. I acknowledge that I have been advised that this application will remain active for no more than 90 days from the date it was made. I understand that any handbook or memorandum or other writing given to me shall not constitute express or implied contract of employment.

I authorize this company to investigate all statements contained in this application, including records of any former employers, police departments, and other references or sources concerning me. I authorize all such references and sources (and the company) to release this information without liability for damage resulting from such release. I waive any written notice of the release of such records that may be required by state or federal law.

Quality Tree Service of West Michigan, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Quality Tree Service of West Michigan, Inc. complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.

Quality Tree Service of West Michigan, Inc. expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Quality Tree Service of West Michigan, Inc employees to perform their expected job duties is absolutely not tolerated.

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***APPLICANT SIGNATURE***

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***DATE***