











# Application for Employment

## **\*\*For Office Use Only\*\***

### Employment Interview

Interviewers Name: \_\_\_\_\_ Date: \_\_\_\_\_ Department: \_\_\_\_\_

Position Interviewing: \_\_\_\_\_ 1st Interview \_\_\_\_\_ 2nd Interview \_\_\_\_\_ 3rd Interview \_\_\_\_\_

#### **Experience**

<input type="checkbox"/>	Background not relevant to job requiremnt
<input type="checkbox"/>	Background somewhat relevant to job requirement
<input type="checkbox"/>	Acceptable background and experience
<input type="checkbox"/>	Strong background and experience
<input type="checkbox"/>	Excellent background and experience

#### **Motivation**

<input type="checkbox"/>	No interest, apathetic, indifferent
<input type="checkbox"/>	Questionable interest in position
<input type="checkbox"/>	True desire to work
<input type="checkbox"/>	Solid interest; asked questions
<input type="checkbox"/>	Excellent motivation & desire to work

#### **Job Knowledge**

<input type="checkbox"/>	None pertaining to this position
<input type="checkbox"/>	Considerable training required
<input type="checkbox"/>	Basic, but capable of learning on the job
<input type="checkbox"/>	Very capable, little training needed
<input type="checkbox"/>	Well versed, able to handle position w/o training

#### **Composure**

<input type="checkbox"/>	Nervous, fidgety and ill at ease
<input type="checkbox"/>	Strained, is easily tired
<input type="checkbox"/>	Average composure
<input type="checkbox"/>	Positive; appears to handle stress well
<input type="checkbox"/>	Exceptionally well composed

#### **Communication**

<input type="checkbox"/>	Very little; communication poor
<input type="checkbox"/>	Attempts communication but does fair job at best
<input type="checkbox"/>	Acceptable communication and fluency
<input type="checkbox"/>	Communicates well and to the point
<input type="checkbox"/>	Excellent communication; extremely fluent

#### **Appearance**

<input type="checkbox"/>	Very untidy
<input type="checkbox"/>	Below standard
<input type="checkbox"/>	Acceptable
<input type="checkbox"/>	Above average
<input type="checkbox"/>	Outstanding

#### **This applicant is:**

\_\_\_\_\_ A strong candidate      \_\_\_\_\_ A possible candidate      \_\_\_\_\_ Of no further interest

#### **Type of work applicant seems most qualified for:**

<input type="checkbox"/>	Landscape Design	<input type="checkbox"/>	Nursery Production
<input type="checkbox"/>	Landscape Crew Leader	<input type="checkbox"/>	Customer Service
<input type="checkbox"/>	Landscape Crew Member	<input type="checkbox"/>	Sales
<input type="checkbox"/>	Landscape Maintenance	<input type="checkbox"/>	Office

**Hired** \_\_\_\_\_

**Wage** \_\_\_\_\_

**Starting Date** \_\_\_\_\_

**Probationary Period** \_\_\_\_\_

**Seasonal** \_\_\_\_\_

**FT/PT** \_\_\_\_\_

Notes:

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