Announcing internship opportunities with limited housing summer 2016

Drost Landscape provides high-end residential design, construction and maintenance services. We value innovation, craftsmanship and hard work. Interns are essential members of our team. As such they will receive hands-on experience in a variety of residential design-build services. We are prepared to work with you and your University in creating an internship plan that is both meaningful and educational.

One of four local resort communities, Petoskey Michigan is a bustling town with lots of activities and dining options. Enjoy your time off at our local beaches or take a weekend trip to the Upper Peninsula or to Mackinac Island. See the city of Petoskey’s website; [www.petoskey.us](http://www.petoskey.us) for more information and photos of the area and our “Million Dollar Sunsets”.

**Start time:** Mid-May 2016. Flexible.

**Duration:** Minimum time to satisfy college or program requirements. Extended internships and permanent placement possible

**Location:** 2010 Cedar Valley Rd Petoskey, MI 49770

**Benefits:** Annual Summer Company Outing and discount on merchandise

**Qualifications:** Open to students seeking a certificate, undergraduate or graduate degree enrolled in Horticulture, Landscape Architecture or other related field of study. All skill sets and experience levels considered.

**Limited Accommodations:** Walk to and from work from the recently renovated farm house on property. Rooms will be shared.

**Compensation & Hours:** Hourly pay with overtime. Typically 40-50 hours per week. Some weekend work may be required. $12.00/hr

**Application Procedure:** Mail or email your resume & cover letter to:

Drost Landscape  
P.O. Box 696  
Attn: Michael McKernin  
Petoskey, MI 49770  
-or-  
Mmckernin@drostlandscape.com
DROST LANDSCAPE

Internship Program 2016

Spend your summer internship with Drost Landscape getting hands-on experience in a variety of residential design-build services. We are prepared to work with you and your University in creating an internship plan that is both meaningful and educational. Along with earning income, limited housing is available on a first-come first-serve basis. Email applications to info@drostlandscape.com

2010 Cedar Valley Rd Petoskey, MI 49770 • 231-348-2624
DROST LANDSCAPE, Inc.

APPLICATION

FOR

EMPLOYMENT

P. O. Box 696
Petoskey, MI 49770
231-348-2624
231-348-3852 Fax
Important: This Application for Employment is active only for the calendar year in which it is filed (the calendar year of the date provided by you hereon). At the end of each calendar year, the application is inactive and at, beginning, or during each new calendar year, in order to be considered for employment by the Company, and to have an active employment application on file with us a NEW employment application form is required to be completed by you.

Today’s date is: ______________________, ____________

To the Applicant:
Your interest in Drost Landscape, Inc. is appreciated and, likewise, the company is interested in your qualifications. A clear understanding of your background and work history will assist the company in potentially placing you in a position which, in our sole exclusive judgment, best accommodates your qualifications and Drost Landscape, Inc. employment needs.

As an integral part of the application process, Drost Landscape, Inc. requires and/or may require DRUG AND/OR SUBSTANCE ABUSE TESTING of all job applicants. Your signature on this application for employment represents your voluntary consent to such testing and further operates to release the company from any liability regarding the DRUG AND/OR SUBSTANCE TESTING procedure(s) and results there from. Drost Landscape, Inc. is an equal opportunity employer and shall consider qualified applicants for all positions without regard to race, color, sex, religion, national origin, age, height, weight, marital or veteran status, or the presence of a non-job related physical, medical condition or handicap capable of accommodation consistent with the meaning of those particular and applicable Federal and/or Michigan laws.

PERSONAL

Name_______________________________________________ Date of Application________________
Address____________________________________ City_______________ State_____ Zip________
Phone Number________________ SS No.________________ Are you a U.S. Citizen? Y ___ N__
Date of Birth ____________________ Are you 18 yrs or older? Y____ N___
If you are not a U.S. Citizen, do you have the legal right to remain permanently in the U.S. Y ____ N____
Have you been employed here previously? Y____ N ____ If yes, dates____________________________
Supervisor Name(s)____________________________________________________________________
Have you filed an application before? Y____ N ____ If yes, date(s), _____________________________
List any friends or relatives working here _________________________________________________

EMPLOYMENT DESIRED

Position(s) applied for ____________________________________________________________
Kind of work sought: Full Time _____ Part Time _____ Other _____________________________
If part time, please specify hours and days desired:________________________________________
________________________________________________________________________________
Do you have any special training, skills, qualifications or other experiences that relate to the position(s) applied for?______________________________________________________________

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States or in a State National Guard?
Y____ N____ If yes, What branch?_____________________ Rank at discharge ______________________
Date of discharge________________________
Important Application Notification: Federal Law (The Americans with Disabilities Act) and Michigan Law (The Michigan Handicappers Civil Rights Act) requires employers to make certain employment accommodations to persons having a determinable disability who are otherwise qualified for the job(s) for which they apply. If you know, believe, or are otherwise aware that you need or may need such an accommodation, please fill out and submit to the company official that portion of the “Michigan Department of Civil Rights Accommodation Request Form” addressed to the company official along with this application. Completion of the attached Accommodation Request Form is entirely voluntary and your choice not to provide this information does not affect eligibility for employment portion of the form as indicated. UNDER MICHIGAN LAW, A HANDICAPPER NEEDING ACCOMMODATIONS FOR EMPLOYMENT MUST NOTIFY THE EMPLOYER IN WRITING WITHIN 128 DAYS AFTER THE NEED IS KNOWN OR REASONABLY SHOULD HAVE BEEN KNOWN THAT AN ACCOMMODATION WAS NEEDED.

_____ I AM requesting accommodation(s) AND submit herewith the referenced Accommodation Request Form, which I have fully completed.

_____ I AM NOT REQUESTING ANY ACCOMMODATION(S)

Salary desired___________________  Date available to start work_________________________

EDUCATION

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<tr>
<th>NAME/LOCATION</th>
<th>YEARS COMPLETED</th>
<th>DIPLOMA DEGREE</th>
<th>COURSES OF STUDY</th>
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<td>GRADUATE</td>
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<td>VOCATIONAL TRAINING</td>
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Any other educational training__________________________________________________

ADDITIONAL INFORMATION

Have you ever been convicted of a crime? Yes_____ No _____

If so, where, when and nature of offense ___________________________________________

Do you have a valid driver’s license? Yes ____ No ____ License No. ___________________ State ____

List professional, trade, business or civic activities and offices held excluding groups the name or character of which indicate race, color, religion, sex national origin, handicap, marital or veteran status

_____________________________________________________________________________

State any additional information that you feel may be helpful to us in considering your application

_____________________________________________________________________________

_____________________________________________________________________________

Name and address of person to be notified in the event of accident or emergency___________________
AUTHORIZATION AND UNDERSTANDING

By signing this application, I represent that all of the information now or hereafter given by me in support of my application for employment is true and complete and that, specifically: I authorize Drost Landscape Inc. to verify any of the information concerning my previous and potential employment, education, credit or medical history with the appropriate individuals, companies, institutions or agencies (which includes, by way of example, the company’s drug and/or substance abuse testing program(s) and procedure(s), and I authorize them to release such information as you require or deem appropriate, including my prior disciplinary employment record(s), without any obligation to give me written notice of such disclosure; and, I also authorize Drost Landscape, Inc. to release information requested by any of my prospective or subsequent employers without any obligaton to give me written notice of such disclosure. I hereby release Drost Landscape, Inc. and them from any liability whatsoever as a result of any such inquiries and disclosures. I hereby voluntarily consent to participate in any and all of Drost Landscape, Inc.’s drug and/or substance abuse testing program(s) and I hereby forever release Drost Landscape, Inc. and all others from any liability whatsoever as a result of any such testing and/or disclosure(s); and, I agree that any false information in support of my application or positive drug and/or substance abuse test may subject me to discharge at any time during the period of my application and/or employment; and, if hired, and upon completion of my orientation period (and/or as extended or re-extended by the company at it’s option), I agree I will serve at the will and pleasure of the company and I shall agree that I shall be bound by the rules, policies, regulations and terms and conditions of employment of Drost Landscape, Inc, as they are from time-to-time changed with or without notice to me; and, I acknowledge and agree that, during, for example the company’s orientation period and/or as extended and/or re-extended with or without limit or limitation by and in the company’s sole and exclusive discretion, as well as all times thereafter, that either Drost Landscape, Inc or myself may terminate the employment relationship at any time for any or no reason whatsoever, with or without cause or justification and/or with or without prior notice or warning by or to either; and, I hereby authorize Drost Landscape, Inc to deduct from each and every period of my pay any amounts necessary to offset any damage(s) caused by me or the value of property or money entrusted to me by, or owed by me to Drost Landscape, Inc during the course of my employment, so long as such deduction(s) do/es not cause my resultant rate of pay to fall below the statutory established “minimum wage”, if applicable by the terms thereof: and I agree that these terms, and/or all terms, conditions and/or arrangements, as referenced herein this document, section and/or subsection, may only be altered by a formal writing specifically directed to and naming me personally and signed by the president of the company and myself; and, I further agree that if I should bring any action or claim related to or otherwise arising out of my employment excluding Workers’ Compensation against Drost Landscape Design & Construction, Inc or any of its agents, officers or directors, I shall do so within 182 calendar days of the date of the occurrence of the first act, action, omission or conduct supporting such action or claim, be it legal, equitable, administrative or otherwise, and that if I do not do so within such 182 calendar day period, any such action or claim shall be forever barred, and, I further agree that if I should bring any action or claim in any forum arising out of my employment, as above referenced, against Drost Landscape, Inc or its officers, agents, directors, successors or assigns in which the company prevails, I will pay to the company any and all costs incurred by Drost Landscape, Inc in defense of said claim(s) or action(s) including its reasonable attorney fees; and, I further agree that, if hired, or otherwise extended or offered employment at and/or with the Company based upon my representation above, here and below set forth, my “at-will” employment and/or the offer is also conditional upon the results of any employment related physical(s) and/or the results of any drug and/or substance abuse test(s) and/or employment eligibility verification (Form I-9) information are known and acceptable to those particular company officials with authority to approve same and that if same or either is or are not satisfactory to the company and/or those authorized company officials, for any or no reason whatsoever, I authorize and agree that the offer of employment will be revoked and/or I will be terminated at that time or at such time as otherwise deemed prudent, advisable or reasonable by and to the Company; and, finally, by signing this document, I acknowledge, agree and affirmatively state that I have read the entirety of this Application of Employment very carefully and understand completely the totality of the words, phrases and sentences set forth herein, its/their implication(s) as well as each and every one of those waivers and disclaimers as herein and above set forth.

Applicant Signature__________________________________________Date _______/_______/_______
**EMPLOYMENT EXPERIENCE** (List current or most recent job first)

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<thead>
<tr>
<th>Employer</th>
<th>Dates</th>
<th>Work performed</th>
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<tr>
<th>Address</th>
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<tr>
<th>Supervisor</th>
<th>Reason for leaving</th>
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**REFERENCES** (Do not include relatives or former employers)

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<th>Name</th>
<th>Address</th>
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4.
EMPLOYEE AGREEMENT TO PROTECT TRADE SECRETS and
NON COMPETITION PLEDGE

If employed by Drost Landscape, Inc., hereinafter "Employer", or an affiliate, I pledge that for a period of two years from the date of termination of my employment and within 100 miles of Drost Landscape, Inc. offices to which I reported, I will not directly or indirectly own, manage, operate, join, control, or be employed in any manner with any business of the nature, type and character of the Employer’s business at the time of my termination.

Furthermore, I understand that it is contemplated that in the course of employment with Employer, I may be engaged in work or have access to information involving the Employer’s marketing and advertising strategies, product development, product manufacturing, construction techniques and technologies, customer lists and other Employer information and data and could be reasonably construed as trade secrets. I agree that all experiments, formulas, inventions, and compilations of information, records, and specifications regarding or involving Employer’s planting techniques, design implementation, construction processes and marketing are trade secrets that are property of the Employer and that I, the Employee, shall not disclose, directly or indirectly, or use in any manner, either during the term of this Agreement or at any later time, except as required in the course of employment by the Employer, or except when expressly authorized to do so by the Employer in writing.

Dated: ________________________________

____________________________________  Employee Signature

___________________________________  Print Name