

Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: _____ Date: _____

Position(s) applied for or type of work desired: _____

Address: _____

Telephone #: _____ Social Security #: _____

Cell Phone #: _____

How long have you lived at this address? _____

What hourly rate are you looking for? _____

How many hours do you need per week? _____

Date you will be available to start work: _____

Are you able to work mid-afternoon and evening hours as well as weekends? Yes No

Explain days and hours you are available _____

Are you able to meet the attendance requirements? Yes No

Do you have any objection to working overtime if necessary? Yes No

Do you plan on staying in this area for more than 1 year? Yes No

Can you travel if required by this position? Yes No

Do you have a reliable car? Yes No

Can you lift up to 50lbs? Yes No

Have you ever been previously employed by our organization? Yes No

Can you submit proof of legal employment authorization and identity? Yes No

Have you ever been convicted of a crime in the last seven years? Yes No

If yes, please explain (a conviction will not automatically bar employment):

Driver's license copy is needed when you apply _____

Have you ever had your driver license suspended or revoked? Yes No

Explain _____

Have you been fired in the past 3 years? Yes No

Explain _____

How were you referred to us? _____

Whom shall we contact in an emergency? _____

Employment History

Please provide all employment information for your past three employers starting with the most recent.

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: From _____ To _____ Salary/Wages: _____

Job description/Responsibilities: _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: From _____ To _____ Salary/Wages: _____

Job description/Responsibilities: _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: From _____ To _____ Salary/Wages: _____

Job description/Responsibilities: _____

Reason for leaving: _____

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Educational History

List school name and location, years completed, course of study, and any degrees earned:

High school: _____

College: _____

Technical training: _____

Other: _____

Do you have experience cleaning carpets? Yes No

Do you have experience with hard floor care? Yes No

Do you have experience being a supervisor in a service business? Yes No

References

List 3 references names, telephone numbers, and years known (do not include relatives or employers):

EXECUTIVE CLEANING & SUPPLY, INC

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at anytime, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant Signature: _____ Date: _____