

# Application for Employment

Date: \_\_\_\_\_

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis.

## PERSONAL BACKGROUND

Last Name: \_\_\_\_\_ MI \_\_\_\_\_ First Name: \_\_\_\_\_

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ St \_\_\_\_\_ ZIP \_\_\_\_\_

Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_ St \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Person to contact in case of emergency: \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Social Security # \_\_\_\_\_

Driver's License # \_\_\_\_\_

State Issued: \_\_\_\_\_

Office Use Only

Driving is a requirement of the job. Is your license valid?  Yes  No 1

Do you have full time access to a vehicle?  Yes  No 2

Is your vehicle in good working condition?  Yes  No 3

Is the vehicle covered by comprehensive liability insurance?  
What Company? \_\_\_\_\_  Yes  No 4

Policy Number: \_\_\_\_\_

Make of Vehicle: \_\_\_\_\_ Model \_\_\_\_\_ Yr \_\_\_\_\_ 5

Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.?<sup>\*</sup>  Yes  No 6

*\*Verification and completion of the I-9 form must be submitted no later than 3 business days after hire.*

Are you able to lift 50 pounds or more?  Yes  No 7

Would you have difficulty standing, bending, or kneeling in connection with performing necessary cleaning duties?  Yes  No 8

Form HR 03-95

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Office Use Only

What hours are you available to work on the following week days?

|                |                |                |                |                |   |
|----------------|----------------|----------------|----------------|----------------|---|
| MONDAY         | TUESDAY        | WEDNESDAY      | THURSDAY       | FRIDAY         | 9 |
| _____ to _____ | _____ to _____ | _____ to _____ | _____ to _____ | _____ to _____ |   |

If hired, when can you start work? \_\_\_\_\_ 10

Are you presently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No 11

If "yes" may we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No 11

Which of the following categories of jobs have you had?

|                             |                     |                  |    |
|-----------------------------|---------------------|------------------|----|
| _____ House cleaning        | _____ Hotel / Motel | _____ Restaurant | 12 |
| _____ Fast Food             | _____ Janitorial    | _____ Sales      |    |
| _____ Homemaker             | _____ Manufacturing | _____ Service    |    |
| _____ Other (explain) _____ |                     |                  |    |

**WORK EXPERIENCE**

List below your last three employers, starting with your present or last place of employment. You may include in such history any verified work performed on a volunteer basis.

| Date Mo/Yr           | Name and Address of Employer | Salary | Position   | Reason for Leaving |    |
|----------------------|------------------------------|--------|------------|--------------------|----|
| Fr _____<br>To _____ |                              |        |            |                    | 13 |
| Supervisor's Name:   |                              |        | Telephone: |                    |    |
| Fr _____<br>To _____ |                              |        |            |                    | 14 |
| Supervisor's Name:   |                              |        | Telephone: |                    |    |
| Fr _____<br>To _____ |                              |        |            |                    | 15 |
| Supervisor's Name:   |                              |        | Telephone: |                    |    |

| EDUCATIONAL BACKGROUND             | Name and Location of School | Circle Highest Grade Completed | Major Area of Study |    |
|------------------------------------|-----------------------------|--------------------------------|---------------------|----|
| High School                        |                             | 9 10 11 12 / GED               |                     | 16 |
| College                            |                             | 1 2 3 4                        |                     | 17 |
| Trade, Business or Graduate School |                             |                                |                     | 18 |

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Office Use Only

Have you ever been convicted of a criminal offense? \_\_\_\_\_ Yes \_\_\_\_\_ No 19

If yes, explain: \_\_\_\_\_

Have you ever been bonded? \_\_\_\_\_ Yes \_\_\_\_\_ No 20

Has your driver's license ever been suspended? \_\_\_\_\_ Yes \_\_\_\_\_ No 21

If yes, explain: \_\_\_\_\_

*Note: Due to the security-sensitive nature of the job, all employees are required to be bonded. As a matter of policy, the company conducts a police background and driving record check on any applicant in consideration for hiring.*

**PERSONAL REFERENCES**

List the names of three persons not related to you, whom you have known for at least three years.

|   |         |            |             |
|---|---------|------------|-------------|
| 1 | Name    | Occupation | Phone:      |
|   | Address |            | Years Known |
| 2 | Name    | Occupation | Phone:      |
|   | Address |            | Years Known |
| 3 | Name    | Occupation | Phone:      |
|   | Address |            | Years Known |

| To what extent would the following job characteristics be attractive to you? | Very Great | Great | Some what | Little | Very Little |    |
|--|------------|-------|-----------|--------|-------------|----|
| More flexible daytime hours than other jobs                                  |            |       |           |        |             | 22 |
| Working in a team environment  |            |       |           |        |             | 23 |
| The opportunity to become a team leader.                                     |            |       |           |        |             | 24 |
| Physical activity and exercise.  |            |       |           |        |             | 25 |
| The Monday - Friday daytime only workweek                                    |            |       |           |        |             | 26 |
| Helping clients by keeping their home clean.                                 |            |       |           |        |             | 27 |
| A good relationship with fellow employees.                                   |            |       |           |        |             | 28 |
| Recognition for good work.   |            |       |           |        |             | 29 |
| The money I can earn from this job.  |            |       |           |        |             | 30 |
| How did you hear about this job?   |            |       |           |        |             |    |

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS WHICH ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.**

**APPLICANT'S STATEMENT**

In signing this application, I certify that all of the foregoing information is a complete and accurate statement of the facts and understand that if any misrepresentation, omission or falsification be discovered, it will constitute grounds for dismissal. I hereby authorize the company, to which I am applying, to conduct any investigation necessary concerning any part of my background related to the position I am seeking, including, but not limited to, the obtaining of a police report and driving record. I authorize any of the persons or organizations named in this application to provide complete information and records regarding my employment, education, character and qualifications. I release all parties from any liability in connection with the provision and use of such information.

[ ] YES [ ] NO

I understand and agree that, if employed by this company, I will be responsible for familiarizing myself with all rules and regulations of the company as they presently exist or are later modified and that I will abide by its rules and regulations which I understand are subject to change.

[ ] YES [ ] NO

I also understand that no representative of the company has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment. I further understand that, if hired, my employment is for no definite period of time and may be terminated by either party at any time.

[ ] YES [ ] NO

I have read, understand and agree with the above.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*This application is current for only 60 days from the date above signed. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.*