

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	First Name	Middle Name			
Present Address	City	State	ZIP		
Permanent Address	City	State	ZIP		
Telephone Number	Person to contact in case of emergency		Emergency phone #		
SOCIAL SECURITY NUMBER _____					
DRIVER'S LICENSE # _____			STATE _____		
				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 and safe mechanical condition?	Yes	No	3.		
Is the vehicle covered by comprehensive liability insurance? What company?	Yes	No	4.		
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.? <i>*Verification and completion of the I-9 form must be submitted no later than 3 business days after hire.</i>	Yes	No	6.		

Application for Employment - Continued							Office Use Only				
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.		
What hours are you available to work on the following week days?									9.		
MON	TUE	WED	THU	FRI	SATURDAY? <i>If work available</i> __ TO __	SUNDAY? <i>If work available</i> __ TO __					
If you are hired, when can you start work?									10.		
Are you presently employed?							Yes	No	11.		
If yes, may we contact your present employer?							Yes	No			
Which of the following categories of jobs have you had?									12.		
Housecleaning		Hotel/Motel		Restaurant							
Fast Food		Janitorial		Sales							
Homemaker		Manufacturing		Service							
Other (explain):											
WORK EXPERIENCE											
<i>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.</i>											
Date Mo./Yr.	Name and Address of Employer		Salary	Position	Reason for Leaving						
Fr:								13.			
To:											
Supervisor's Name:				Telephone:							
Fr:								14.			
To:											
Supervisor's Name:				Telephone:							
Fr:								15.			
To:											
Supervisor's Name:				Telephone:							
STATE YOUR 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.				

Application for Employment - Continued							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:											
<i>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.</i>											
PERSONAL REFERENCES											
<i>List the names of three persons not related to you, whom you have known for at least three years.</i>											
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	SOMEWHAT	LITTLE	VERY LITTLE			
' More flexible daytime hours than other jobs.									22.		
' Working in a team environment									23.		
' The opportunity to become a team manager									24.		
' Physical activity and exercise.									25.		
' The opportunity to work full-time/part-time									26.		
' Helping clients by keeping their homes clean.									27.		
' A good relationship with fellow employees.									28.		
' Recognition from management for good work.									29.		
' The opportunity to earn bonuses and awards.									30.		
How did you hear about us?											
' Newspaper Ad ' Flyer in the mail ' Referred by: _____ ' Other: _____											

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.

USE:

This document and its rating system is designed to be used in conjunction with the exclusive House Cleaning Biz 101 **FIVE STEP SELECTION PROCESS** for weeding out unqualified employment candidates. This step in the selection process helps identify candidates whose responses to the questions indicate a potential good fit with the position. Like each of the steps in the selection process, a quantifiable rating system is used to either advance to the next step or disqualify an applicant before wasting the applicant's time or yours.

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