

BROOMSTICK CLEANING

Application for Employment

Date _____

Broomstick Cleaning is 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 NUMBER:			STATE:		
				Office Use Only	
Driving is a requirement of the job. Is your license valid?	<input type="checkbox"/> Yes <input type="checkbox"/> No		1.		
Do you have full time access to a vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No		2.		
Is your vehicle in good and safe mechanical condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No		3.		
Is the vehicle covered by comprehensive liability insurance? What company?	<input type="checkbox"/> Yes <input type="checkbox"/> No		4.		
	Policy #				
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.??*	<input type="checkbox"/> Yes <input type="checkbox"/> No		6.		
<i>*Verification and completion of the I-9 form must be submitted no later than 3 business days after hire.</i>					

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Are you able to lift 50 pounds or more?				<input type="checkbox"/> Yes <input type="checkbox"/> No			7.		
Would you have difficulty standing, bending, or kneeling in connection with performing necessary cleaning duties?				<input type="checkbox"/> Yes <input type="checkbox"/> 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?				<input type="checkbox"/>			10.		
Are you presently employed?				<input type="checkbox"/> Yes <input type="checkbox"/> No			11.		
If yes, may we contact your present employer?				<input type="checkbox"/> Yes <input type="checkbox"/> No					
Which of the following categories of jobs have you had?							12.		
<input type="checkbox"/> Housecleaning	<input type="checkbox"/> Hotel/Motel		<input type="checkbox"/> Restaurant						
<input type="checkbox"/> Fast Food	<input type="checkbox"/> Janitorial		<input type="checkbox"/> Sales						
<input type="checkbox"/> Homemaker	<input type="checkbox"/> Manufacturing		<input type="checkbox"/> Service						
<input type="checkbox"/> 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.	

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						19.			
Have you ever been convicted of a criminal offense?						<input type="checkbox"/> Yes	<input type="checkbox"/> No	20.	
If yes, explain:						<input type="checkbox"/> Yes	<input type="checkbox"/> No	21.	
<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									
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	SOMEWHAT	LITTLE	VERY LITTLE		
<input type="checkbox"/> More flexible daytime hours than other jobs.								22.	
<input type="checkbox"/> Working in a team environment								23.	
<input type="checkbox"/> The opportunity to become a team manager.								24.	
<input type="checkbox"/> Physical activity and exercise.								25.	
<input type="checkbox"/> The opportunity to work full-time part-time								26.	
<input type="checkbox"/> Helping clients by keeping their homes clean.								27.	
<input type="checkbox"/> A good relationship with fellow employees.								28.	
<input type="checkbox"/> Recognition from management for good work.								29.	
<input type="checkbox"/> The opportunity to earn bonuses and awards.								30.	
How did you hear about us?									
<input type="checkbox"/> Referred by: _____ <input type="checkbox"/> 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 Broomstick Cleaning, 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 Broomstick Cleaning, 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 Broomstick Cleaning 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 60 days from the date above signed. At the conclusion of this time the application will be filed by Broomstick Cleaning for future reference. If you have not heard from us within the 60 day active period, it may be necessary to fill out a new application if you are still interested in employment with Broomstick Cleaning.