



Application for Employment

Please Print

Last Name	First Name	Middle Initial
Address	City	State Zip
Telephone #1	Telephone #2	.
Position applied for	Salary Requirement	Date of Application

How did you learn about us?

- | | | |
|--|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Friend | <input type="checkbox"/> Walk-In |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Relative | <input type="checkbox"/> Other |

If you are under 18 years of age, can you provide proof of eligibility to work?

Have you ever filed an application before?

If yes, give date:

Have you ever been employed with us before?

If yes, give date:

Are you currently employed?

May we contact your present employer?

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

On what date would you be able to work?

Are you available to work: Full-Time Part-Time Shift Work Temporary

Are you currently on "layoff" status and subject to recall?

Can you travel if a job requires it?

Can you relocate if a job requires it?

Do you have a valid drivers license?

Do you have a CLEAN driving record?

Education

	Name & Address of School	Course of Study	Year Completed	Diploma/ Degree
Elementary School				
High School				
Undergrad College				
Graduate Professional				
Other (Specify)				

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Employment History

Start with your present or last job. List all three of your last jobs. If you have held less than 3 jobs, please note.

Employer: Address: Telephone #: Job Title: Supervisor: Reason for Leaving:	Date Employed		Work Performed:
	From	To	
	Hourly Rate/Salary		
	Starting	Ending	
Employer: Address: Telephone #: Job Title: Supervisor: Reason for Leaving:	Date Employed		Work Performed:
	From	To	
	Hourly Rate/Salary		
	Starting	Ending	
Employer: Address: Telephone #: Job Title: Supervisor: Reason for Leaving:	Date Employed		Work Performed:
	From	To	
	Hourly Rate/Salary		
	Starting	Ending	

References

1. Name: _____ Telephone: _____
Relationship to you: _____
2. Name: _____ Telephone: _____
Relationship to you: _____
3. Name: _____ Telephone: _____
Relationship to you: _____

Are you capable of performing in a reasonable manner the activities involved in the job for which you have applied? _____

If NO, please explain...

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In addition, I hereby authorize Commercial Cleaning & Restoration to do a personal background investigation including credit and criminal history check as part of Commercial Cleaning & Restoration's review of my application for employment. Applicants also may be subject to drug testing at any time or place the employer so wishes.

I understand and acknowledge that, unless otherwise defined by application law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employee relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

All employees are subject to a 90-day probationary period.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Commercial Cleaning & Restoration.

Signature of Applicant Date

In Case of Emergency...

Name **Telephone #**

Address

Relationship to you...

For Personnel Department Only