

Summit Cleaning LLC

Application for Employment

Date: _____
What time did you arrive? _____
What time was your appointment? _____

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally protected basis, including, but not limited to, race, age, color, religion, sex, 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: _____

MAILING ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

PREVIOUS (If less than 5 years at present address) ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

HOME TELEPHONE NUMBER: _____ PERSON TO CONTACT IN CASE OF EMERGENCY: _____ EMERGENCY CONTACT PHONE #: _____

CELL #: _____ EMAIL: _____

DRIVER'S LICENSE #: _____ STATE ISSUED: _____

HOW DID YOU HEAR ABOUT THIS JOB? _____

DO YOU KNOW OR ARE YOU RELATED TO ANYONE WHO WORKS FOR SUMMIT CLEANING LLC?

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

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

Is your vehicle in good working condition? _____ Yes _____ No

Is the vehicle covered by liability insurance? _____ Yes _____ No

If yes, what company? _____

Policy Number: _____

Make of Vehicle: _____ Model: _____ Year: _____

Are you able, at the time of employment, to submit
 Verification of your legal right to work in the U.S.??* Yes No
 *Verification and completion of the I-9 form must be submitted no later than 3 business days after hire.

Are you able to lift 25 pounds or more? Yes No

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

Are you allergic to Household Chemicals? Yes No

Are you allergic to cats and/or dogs? Yes No

Are you afraid of cats and/or dogs? Yes No

What hours are you available to work on the following weekdays?

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY
 TO TO TO TO TO

If hired, when can you start work? _____

Are you presently employed? Yes No

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

Which of the following categories of jobs have you had?

House Cleaning Hotel/Motel Restaurant
 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/Year	Name and Address Of Employer	Salary	Position	Reason for Leaving
From: To:				

Supervisor's Name:		Telephone Number:		
From: To:				
Supervisor's Name:		Telephone Number:		
From: To:				
Supervisor's Name:		Telephone Number:		

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

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

If yes, explain: _____

Have you ever been bonded? Yes No

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

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 of hiring.

PERSONAL REFERENCES

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

NAME:	OCCUPATION:	PHONE:
ADDRESS:	CITY,ST, ZIP:	YEARS KNOWN:
NAME:	OCCUPATION:	PHONE:
ADDRESS:	CITY,ST, ZIP:	YEARS KNOWN:
NAME:	OCCUPATION:	PHONE:
ADDRESS:	CITY,ST, ZIP:	YEARS KNOWN:

Check ONLY one box: I NEED this job I WANT this job *(hint: there is no "right or wrong" answer, we just want to know you better in order to fill your schedule)*

Why are you interested in working for Summit Cleaning LLC?

Why do you think you are a good fit for this company?

How long do you see yourself working here?
