



# Application for Employment

(PLEASE PRINT PLAINLY)

Date \_\_\_\_\_

Name (Last, First, Middle) \_\_\_\_\_ Other Names Used \_\_\_\_\_

Telephone(s) (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

(No, Street, City State, Zip)

Are you legally eligible for employment in the U.S.A.? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you over the age of 21? Yes \_\_\_\_\_ No \_\_\_\_\_ (if no, hire is subject to verification that you are of minimum legal age)

Position(s) applied for \_\_\_\_\_

If your application is considered favorable, on what date will you be available to work? \_\_\_\_\_

Do you have job related experience, skills, or qualifications which will be of special benefit in the job for which you are applying for?

## ***Employment Experience***

Place an "x" by any employer(s) you do not want us to contact. List your most recent employer first.

#1 Employer \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Dates Employed from \_\_\_\_\_ to \_\_\_\_\_ Hourly Rate/Salary: starting \_\_\_\_\_ final \_\_\_\_\_

Worked Performed \_\_\_\_\_

Reason for leaving \_\_\_\_\_

#2 Employer \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Dates Employed from \_\_\_\_\_ to \_\_\_\_\_ Hourly Rate/Salary: starting \_\_\_\_\_ final \_\_\_\_\_

Worked Performed \_\_\_\_\_

Reason for leaving \_\_\_\_\_

#3 Employer \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Dates Employed from \_\_\_\_\_ to \_\_\_\_\_ Hourly Rate/Salary: starting \_\_\_\_\_ final \_\_\_\_\_

Worked Performed \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Education Background**

High School: Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_

College: Name of school \_\_\_\_\_ Location: \_\_\_\_\_

Field of Study: \_\_\_\_\_ Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_ Degree \_\_\_\_\_

Vocational Training- Other:

Name of school \_\_\_\_\_ Certification: \_\_\_\_\_

Give below the names of three professional/business contacts that you have  
Known for at least one year. (NO PERSONAL REFERENCES PLEASE)

**References**

Name	Address	Phone Number	Years Known	Relationship



Applicant Name \_\_\_\_\_

**We deeply appreciate your interest in our organization.  
Thank you for taking the time to complete this application.**

*The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to credit data. This list, however, is not exhaustive of the grounds on which discrimination is prohibited.*

\*\*\*\*\*  
*I certify that answers given herein are true and complete.*

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

*This application for employment shall be considered active for 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.*

*I hereby understand and acknowledge that, unless otherwise defined by applicable 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" employment relationship may not be changed by any written documents or by conduct unless such change is specifically acknowledged in writing by an authorized officer of this organization.*

*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 policies and procedures of the employer, including drug screens and background checks, and I agree to allow my photo to be posted on the company intranet site for purposes of internal identification.*

**Bond of Confidentiality:** *I understand that if I am hired the information that I may come in contact with is strictly confidential and I will not pass this information on to anyone else. Furthermore, I understand that the consequences of releasing any such information will result in termination and possibly legal action.*

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

Date \_\_\_\_\_



## Janitorial Position Job Description

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- ❖ Vacuuming, sweeping, and mopping of flooring and stairs.
  - ❖ Clean and sanitize restrooms.
  - ❖ Clean sinks, countertops, microwaves, and refrigerators in break rooms.
  - ❖ Restock supplies in bathrooms break rooms and common areas.
  - ❖ Empty all trash cans and replace liners, clean receptacles as necessary.
  - ❖ Dusting and cleaning office desks and furniture that are not cluttered.
  - ❖ Cleaning windowsills and windows.
  - ❖ Cleaning air vents high and low.
  - ❖ Maintain janitor closets in a clean, organized and safe manner.
  - ❖ Maintain janitorial equipment in a clean, safe and operable condition.
  - ❖ Wearing proper Personal Protective Equipment at all times.
  - ❖ Be able to use cleaning equipment such as but not limited to: Buffers, scrubbers, vacuum cleaners, carpet cleaners, all other equipment assigned.
  - ❖ Travel between job sites (if applicable)
  - ❖ Assisted with filling in for staff absences.
  - ❖ Special cleaning assignments.
  - ❖ All other duties assigned.
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Employee	Date:
Supervisor:	Date: