



EMPLOYMENT APPLICATION

(PLEASE PRINT)

DATE _____

Name: _____
Last First Middle

Social Security: _____ Telephone: (____) _____ DOB: _____

License Number: _____ Insurance Provider: _____

Present Address: _____
Number Street City State Zip

Permanent Address if different from present address:

_____ Number Street City State Zip

EMPLOYMENT DESIRED

Referral Source: _____

Position applying for: _____

Are you applying for: (Please check Yes or No)?

Regular full-time work? Yes No

Regular part-time work? Yes No

Temporary work, e.g. Summer or Holiday work?..... Yes No

What days and hours are you available for work? _____

If applying for temporary work, during what period of time will you be available?

From _____ To _____

Are you available for work on nights and weekends?..... Yes No

Would you be available to work overtime, if necessary?..... Yes No

If hired, on what date can you start work? _____

PERSONAL INFORMATION

Have you ever applied to work for L&T Cleaning Company? Yes No

If yes, when? _____

Do you have any friends or relatives working for L&T Cleaning Company? Yes No

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years of old?..... Yes No

Do you have a valid driver license? Yes No

Do you have the legal right to work in the United States?..... Yes No

(Note: Proof of identity and legal authority to work in the United States is a condition of employment.)

Have you ever been convicted of a crime other than a traffic violation? Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

(Note: A conviction will not automatically disqualify you for employment. Each case will be individually considered based on specific facts.)

Are you currently employed?..... Yes No

If so, may we contact your current employer?..... Yes No

School	Name and Address	No. of Years Completed	Did you Graduate?	Degree or Diploma
Junior High				
High School				
College / University				
Vocational / Business				
Other				

Do you speak, write and understand English? Yes No

Do you have any other experience, training, qualifications or skills which you feel make you especially suited to work for L&T Cleaning Company? If so, please explain _____

EMPLOYMENT HISTORY

Please list all present and past employment starting with your most recent employer (last ten [10] years is sufficient).

You must complete this section even if attaching a resume. If additional pages are needed, please attach.

Name of Employer: _____

Address: _____

Type of Business: _____

Telephone: (____) _____ Your Supervisor's Name: _____

Your Position and Duties: _____

Dates of Employment: From: _____ To: _____

Starting Pay: _____ Ending Pay: _____

May we contact this employer?..... Yes No

Reason for Leaving: _____

Name of Employer: _____

Address: _____

Type of Business: _____

Telephone: (____) _____ Your Supervisor's Name: _____

Your Position and Duties: _____

Dates of Employment: From: _____ To: _____

Starting Pay: _____ Ending Pay: _____

May we contact this employer?..... Yes No

Reason for Leaving: _____

Name of Employer: _____

Address: _____

Type of Business: _____

Telephone: (____) _____ Your Supervisor's Name: _____

Your Position and Duties: _____

Dates of Employment: From: _____ To: _____

Starting Pay: _____ Ending Pay: _____

May we contact this employer?..... Yes No

Reason for Leaving: _____

Have you ever been terminated or asked to resign your job? If yes, please explain: _____

Please identify and explain all periods of unemployment over the past ten (10) years:

From: _____ To: _____ Reason: _____

From: _____ To: _____ Reason: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?..... Yes No

If so, please describe: _____

REFERENCES

Please list below three persons not related to you, who have knowledge of work performance within the last three (3) years:

Name: _____ Occupation: _____

Address: _____

Telephone: (____) _____ Number of Years Acquainted: _____

Name: _____ Occupation: _____

Address: _____

Telephone: (____) _____ Number of Years Acquainted: _____

Name: _____ Occupation: _____

Address: _____

Telephone: (____) _____ Number of Years Acquainted: _____

ACKNOWLEDGEMENT

Please read carefully, initial each paragraph, and sign below.

_____ I hereby certify that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification or omission of information on this application or any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the Company to thoroughly investigate the information on my application, my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Company all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons or entities from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures.

_____ The Company adheres to a policy of **AT-WILL** employment which means that each employee and the Company each retain the right to terminate the employment relationship and that the Company retains the right to modify an employee's position or compensation at any time, with or without cause or notice. No one other than the President has the authority to make any binding promise or enter into any agreement inconsistent with Company's at-will policy and any such agreement must be in writing and signed by both the employee and the President of the Company to be effective.

_____ As a condition of employment, all individuals offered employment are required to submit to a pre-employment drug test.

Date: _____ Applicant's Signature: _____