

**L & R Cleaning
Employment Application**

Date of Application: / /

Applicant Information

Full Name: _____
 Last First Middle

Address: _____
 Street Apartment/Unit#

_____ City State Zip

Social Security Number: _____ Date of Birth: _____

Cell Number: _____ E-mail address: _____

Date Available: _____ Desired Salary: \$ _____ Position Applied for: _____

1. Are you a citizen of the United States? Yes__ No __
 ○ If no, are you authorized to work in the U.S.? Yes__ No __

2. Have you ever worked for this company? Yes__ No __
 ○ If so, when? _____

3. Do you have a valid driver's license? Yes__ No __ License #: _____ State of Issuance ____

4. Have you ever plead guilty, accepted diversion or been convicted of a criminal offense, other than a minor traffic violation? Yes__ No __
 ○ If yes, please describe the offense(s); the date(s) of the plea, diversion or conviction; and the current status of your last sentence or diversion: _____

(Convictions are not necessarily a bar to employment)

AVAILABILITY FOR WORK

- 1. What is your transportation to work? _____

- 2. Are you able to work over hours scheduled if required? Yes ___ No ___

- 3. Can you work Monday through Friday? Yes ___ No ___
 - Monday: From _____ To _____
 - Tuesday: From _____ To _____
 - Wednesday: From _____ To _____
 - Thursday: From _____ To _____
 - Friday: From _____ To _____

- 4. Can you work weekends? Yes ___ No ___
 - Saturday: From _____ To _____
 - Sunday: From _____ To _____

- 5. How many hours of work are you looking for per week? _____

EDUCATION

Name of schools attended, highest grade of education completed, certificates, diplomas, or degrees earned:

- 1. _____

- 2. _____

- 3. _____

Major field of study and/or favorite subjects: _____

Offices, honors, awards, or extracurricular activities: _____

PREVIOUS EMPLOYMENT

(This section must be completed accurately, beginning with present or last job)

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ May we contact your previous supervisor for a reference? Yes__ No__
Reason for Leaving: _____

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ May we contact your previous supervisor for a reference? Yes__ No__
Reason for Leaving: _____

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ May we contact your previous supervisor for a reference? Yes__ No__
Reason for Leaving: _____

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ May we contact your previous supervisor for a reference? Yes__ No__
Reason for Leaving: _____

MILITARY SERVICE

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

CONDITIONS FOR ACCEPTANCE OF THIS APPLICATION FOR EMPLOYMENT AND RELEASE

I understand and agree

1. That if I am offered employment, I will, as a condition of employment be required to submit proof of my identity and legal right to work in the United States.
2. That the information given in this application for employment must be true and correct to the best of my knowledge and that any false or misleading statements or omissions made by me on this application, during an employment interview or in connection with any physical examinations, will be grounds for the Company to refuse to consider me for employment , revoke an offer or employment or constitute grounds for dismissal in the event I am employed, regardless of when discovered to be false, will result in my immediate dismissal.
3. I understand and agree that this Application for Employment, the Company's Employee Handbook, and any other document, statement or promise either expressed or implied is NOT to be considered an offer for employment, a contract of employment, a guarantee of continued employment, or a guarantee of wages and benefits. Employment with the Company is Not for a definite duration and can be terminated by me or the Company at any time, without notice, and for any reason whatsoever including, but not limited to unsatisfactory job performance, economic conditions, and violation of the Company's rules and regulations and without resorting to any disciplinary procedures that the Company may have established. Furthermore, THE EMPLOYMENT AT WILL RELATIONSHIP may not be altered, cancelled or converted unless such change is reduced to writing and signed by the Company's president.
4. By submitting this application for employment I authorize the Company to investigate the completeness and accuracy of the information given on the application in support of the application, or during any interview for employment and to secure any other information it deems advisable. Furthermore, I release from all liability and responsibility the Company and all persons, companies or organizations supplying such information from any liability arising from the investigation and release of such information.
5. That employment by the Company may be conditioned upon me passing physical tests and examinations, including specimen, reflex and range analysis, and if employed, upon passing such tests and examinations from time to time as requested by the Company and as permitted by law. By submitting this application, or submitting to such tests, I authorize any doctor, hospital, clinic, or laboratory conducting said tests and examinations to release the results and any other information necessary for the Company to determine my ability to perform the job which I am being considered for or, if employed, I am performing. Furthermore, I release from all liability and responsibility the Company and all persons, companies or organizations administering such tests from any liability arising from the collection and handling of data, the rendering of opinions and release of such information.

6. In processing my application for employment, I understand that the Company may obtain or have prepared a consumer or investigative consumer report for employment purposes, concerning my prior employment, military record, education, credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, criminal background, or mode of living. I understand that upon written request to the Company I will be informed whether an investigative consumer reports was requested, and given full information as to the nature and scope of this investigation, I understand that an investigative consumer report is a report in which information concerning my character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates with whom I am acquainted. By signing below, I am authorizing the Company to obtain a consumer or investigative consumer report on me as part of the Company pre-employment background screening process and if I am offered employment by the Company I further authorize the Company to obtain additional consumer or investigative consumer reports on me for employment purposes at any time during my employment.

7. That by accepting employment I authorize the Company to search any locker assigned to me as well as my person, clothing, possessions and car or truck, while on Company property, when deemed necessary by the Company for security or safety reasons.

This application for employment shall be considered active for a period of time not to exceed six (6) months. 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.

APPLICANT’S STATEMENT AND RELEASE

I have read the above CONDITIONS FOR ACCEPTANCE OF THIS APPLICATION FOR EMPLOYMENT AND RELEASE and understand and agree to the terms and conditions stated therein.

Signature of Applicant

Date