



## EMPLOYEE APPLICATION

### BACKGROUND

Full Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Are you legally entitled to work in the United States? [ ] Yes [ ] No

Are you 18 years old or older? [ ] Yes [ ] No

If not, please give your date of birth: \_\_\_\_\_

What position are you applying for?

\_\_\_\_\_

If you are hired, when can you start work? \_\_\_\_\_

### EDUCATION

#### *High School*

Name of School: \_\_\_\_\_

Location: \_\_\_\_\_

Number of years attended: \_\_\_\_\_

Did you graduate? [ ] Yes [ ] No Date of graduation: \_\_\_\_\_

**Trade School**

Name of School: \_\_\_\_\_

Location: \_\_\_\_\_

Number of years attended: \_\_\_\_\_

Did you graduate? [ ] Yes [ ] No Date of graduation: \_\_\_\_\_

**College**

Name of School: \_\_\_\_\_

Location: \_\_\_\_\_

Number of years attended: \_\_\_\_\_

Did you graduate? [ ] Yes [ ] No Date of graduation: \_\_\_\_\_

What degree did you earn? \_\_\_\_\_

**Graduate**

Name of School: \_\_\_\_\_

Location: \_\_\_\_\_

Number of years attended: \_\_\_\_\_

Did you graduate? [ ] Yes [ ] No Date of graduation: \_\_\_\_\_

What degree did you earn? \_\_\_\_\_

## EMPLOYMENT HISTORY

Beginning with your most recent employment and working back in time, please give the following information:

### ***Employer 1***

Employer: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

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

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

### ***Employer 2***

Employer: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

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

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Employer 3**

Employer: \_\_\_\_\_

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Cleaning Experience**

What professional cleaning experience have you had in the past?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERSONAL REFERENCES**

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Please provide the names of two references who have not employed you and are not related to you.

***Reference 1***

Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

***Reference 2***

Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

**ADDITIONAL QUALIFICATIONS**

Please tell us about any other training, education, skills, or achievements that you feel should be considered.

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My answers are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate dismissal.

**Date:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_