



We are An Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, marital status, veteran status or any other legally protected group. We are an E-Verify participant.

Application for Employment

Please **print** clearly in ink

Date of Application _____ Position Applied For: _____

PERSONAL DATA

Name: Last: _____ First: _____ Middle: _____

Current Address: _____ Apt.# _____

City: _____ State: _____ Zip: _____

Day Phone Number _____ Evening Phone Number: _____

How did you learn about us? Website Friend Relative Advertisement Other
Name of referrer (if applicable): _____

List any acquaintances or relatives currently employed by this company _____

Have you ever applied here before? Yes No
If yes, give dates: _____

Have you been employed with us before? Yes No
If yes, give dates: _____

If hired, and under 18 years of age, can you provide a work permit? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? Yes No

(Proof of citizenship or immigration status and valid Social Security card will be required upon employment.)

Do you have transportation to work? Yes No
If Yes, is it on public transportation? Yes No

EMPLOYMENT DATA

Are you currently employed?

- Yes
- No

May we contact your present employer?

- Yes
- No

Are you currently on lay-off status and subject to recall? Yes No

Date available to begin work: _____

Are you available to work: Full Time Part Time Days Nights PRN (as needed)

Are there any days or hours that you are unable to work? If yes, write specifics

EDUCATION

High School Name: _____

City: _____ State: _____

Circle Highest Grade Completed High School: 9 10 11 12 College: 13 14 15 16 17

Diploma or GED: Yes No

College: (List all whether or not a degree was obtained)

Name: _____ Address: _____ Major: _____ Degree: _____

Extra Curricular Activities: _____

WORKING SKILLS

Summarize special job related skills and qualifications acquired from employment or other experience:

Can you type? _____ if so, WPM: _____

Computer training/skills: _____

Do you have a valid driver's license? Yes No

Have you ever had any job-related training in the United States military? Yes No
If yes, please describe:

REFERENCES

Give the name, address and phone number of three (3) references who are NOT related to you and are NOT your previous employers.

1. _____

2. _____

3. _____

SECURITY

Have you ever been convicted of a felony? (That has not been expunged) Yes No

If yes, explain:

NOTE: A conviction record will not necessarily be a bar to employment.

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Current/Last Employer: _____ Employment Dates: _____

Type of Business: _____ Job Title: _____

Address: _____

Salary: _____ Per _____ Bonus/Incentive: _____

Supervisor's Name: _____

Reason For Leaving: _____

Duties/Responsibilities:

Current/Last Employer: _____ Employment Dates: _____

Type of Business: _____ Job Title: _____

Address: _____

Salary: _____ Per: _____ Bonus/Incentive: _____

Supervisor's Name: _____

Reason For Leaving: _____

Duties/Responsibilities:

Current/Last Employer: _____ Employment Dates: _____

Type of Business: _____ Job Title: _____

Address: _____

Salary: _____ Per: _____ Bonus/Incentive: _____

Supervisor's Name: _____

Reason For Leaving: _____

Duties/Responsibilities:

APPLICANT'S STATEMENT:

READ CAREFULLY BEFORE SIGNING:

1. I understand that the receipt of this application **DOES NOT** imply that I will be employed.
2. The statements and information supplied by me in this application are true and complete. I understand that I will be subject to immediate dismissal or refusal to hire if at any time **Michael's Janitorial and Floor Service, Inc.** discovers that I have omitted, misstated or falsified information on this application or at any time during the hiring process.
3. I authorize **Michael's Janitorial and Floor Service, Inc.** to conduct a background inquiry to verify the statements and information on this application, other documentation that I have provided and other areas that may include prior employment, consumer credit, criminal convictions, motor vehicle history and other reports. I authorize all previous employers or other persons who have knowledge of me or my records, to release such information to **Michael's Janitorial and Floor Service, Inc.** I hereby release any individual, agency and **Michael's Janitorial and Floor Service, Inc.**, from all claims or liabilities whatever that may arise from the disclosure of such information.
4. I understand that all employees of **Michael's Janitorial and Floor Service, Inc.** are employees at will. If hired, I will be free to resign at any time. Likewise, **Michael's Janitorial and Floor Service, Inc.** will have the right to terminate my employment at any time with or without any reason or notice, regardless of the date of payment of my salary or wages. Neither this application nor any documents given to me are intended to create an expressed or implied contract for employment for a definite term.
5. I understand the **Michael's Janitorial and Floor Service, Inc.** offers reasonable accommodation in the employment process for individuals with disabilities. I understand that if I need assistance in the application or hiring process to accommodate a disability, I may request an accommodation at any time by contacting a member of **Michael's Janitorial and Floor Service, Inc.** management.

My signature certifies that I have read and agree with the above statements:

Signature of Applicant: _____ **Date:** _____

Consent to Electronic Communication

I hereby give Michael's Janitorial & Floor Service permission to communicate with me in the following manners at the following addresses and numbers:

By Mail At: _____ Apt.# _____

City: _____ State: _____ Zip: _____

By Phone At:

Home: _____ Cell: _____ Other: _____

By Email At: _____

I do not want to receive email messages.

By Text Message At: _____

I do not want to receive text messages.

Should any of my contact information change, I understand that it is my responsibility to notify Michael's Janitorial & Floor Service of the/those change(s) immediately.

Signature: _____ Date: _____

FOR EMPLOYER USE ONLY

Application Complete? Yes No

Call For interview? Yes No

Interview Date _____

Interview Notes _____