



**Spotless Home and Business
APPLICATION FOR EMPLOYMENT**

**NAME OF CURRENT EMPLOYEE WHO REFERRED
YOU** _____

DATE OF APPLICATION _____

LAST NAME _____ **FIRST**
NAME _____ **MIDDLE** _____

SOCIAL SECURITY NUMBER _____

DRIVER'S LICENSE NUMBER _____ **EXPIRATION DATE** _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP**
CODE _____

HOME PHONE _____ **CELL**
NUMBER _____

EMERGENCY CONTACT NAME _____ **PHONE**
NUMBER _____

**POSITION APPLYING
FOR** _____

FULL TIME ___ **PART TIME** ___ **DATE AVAILABLE FOR
EMPLOYMENT** _____

SALARY REQUIREMENT _____

ARE YOU 18 YEARS OF AGE? YES ___ **NO** ___

IF NO, DO YOU HAVE A WORK PERMIT? YES ___ **NO** ___

ARE YOU A U.S. CITIZEN? YES ___ **NO** ___

IF NO, WHAT TYPE OF WORK PERMIT DO YOU HAVE? _____

**IF HIRED CAN YOU PROVIDE PROOF THAT YOU ARE ELIGIBLE TO WORK
IN THE UNITED STATES? YES** ___ **NO** ___

HAVE YOU EVER BEEN ARRESTED? YES ___ NO ___
HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES ___ NO ___
HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR? YES ___ NO ___
IF YES, LIST ALL CONVICTIONS, OFFENSES, OR PENDING CHARGES

HAVING A CONVICTION WILL NOT AUTOMATICALLY DISQUALIFY AN APPLICANT FOR A JOB. THE TYPE AND SERIOUSNESS OF THE CRIME, **THE DATE OF THE OFFENSE**, THE APPLICANT'S AGE AT THE TIME OF CONVICTION, AND THE WORK AND EDUCATION HISTORY SINCE THE CONVICTION WILL ALL BE CONSIDERED.

EDUCATIONAL BACKGROUND

HIGH SCHOOL SCHOOL

NAME _____ CITY _____ STATE _____
FROM _____ (year) TO _____ (year) GRADUATED YES ___ NO ___

CONTINUING EDUCATION SCHOOL

NAME _____ CITY _____ STATE _____
FROM _____ TO _____ MAJOR _____
EMPHASIS _____ GRADUATED _____

PREVIOUS EMPLOYMENT

(LAST TWO EMPLOYERS)

COMPANY

NAME _____
ADDRESS _____ CITY _____ STATE _____

START DATE _____ ENDING DATE _____
STARTING POSITION _____ ENDING POSITION _____

DESCRIBE

RESPONSIBILITIES _____

STARTING SALARY _____ ENDING SALARY _____

IMMEDIATE SUPERVISOR'S

NAME _____ NUMBER _____

MAY WE CONTACT? YES ___ NO ___

REASON FOR

LEAVING _____

COMPANY

NAME _____
ADDRESS _____ CITY _____ STATE _____

START DATE _____ ENDING DATE _____
STARTING POSITION _____ ENDING POSITION _____

DESCRIBE
RESPONSIBILITIES _____
STARTING SALARY _____ ENDING SALARY _____
IMMEDIATE SUPERVISOR'S
NAME _____ NUMBER _____
MAY WE CONTACT? YES _____ NO _____
REASON FOR
LEAVING _____

WHY DO YOU WANT THIS JOB? _____

I UNDERSTAND THAT ALL OF THE ABOVE INFORMATION IS TRUE AND THAT FALSIFICATION OF ANY INFORMATION ON THIS APPLICATION IS GROUNDS FOR TERMINATION. I ALSO UNDERSTAND THAT I MUST BE AVAILABLE FOR EMPLOYMENT BETWEEN THE HOURS OF 7:30AM TO 5:30PM, MONDAY THROUGH FRIDAY, AND THAT THE COST OF TRANSPORTATION TO AND FROM WORK WILL BE \$2 PER DAY IF I AM NOT A DRIVER.

I UNDERSTAND THAT NEITHER THE COMPLETION OF THIS APPLICATION NOR ANY OTHER PART OF MY CONSIDERATION FOR EMPLOYMENT ESTABLISHES ANY OBLIGATION FOR Spotless Home & Business TO HIRE ME. IF I AM HIRED, I UNDERSTAND THAT EITHER Spotless Home & Business OR I CAN TERMINATE MY EMPLOYMENT AT ANY TIME AND FOR ANY REASON, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE. I UNDERSTAND THAT NO REPRESENTATIVE OF Spotless Home & Business HAS THE AUTHORITY TO MAKE ANY ASSURANCE TO THE CONTRARY. I AUTHORIZE Spotless Home & Business TO CONTACT REFERENCES PROVIDED FOR EMPLOYMENT REFERENCE CHECKS. IF ANY INFORMATION I HAVE PROVIDED IS UNTRUE. OR IF I HAVE CONCEALED MATERIAL INFORMATION, I UNDERSTAND THAT THIS WILL CONSTITUTE CAUSE FOR THE DENIAL OF EMPLOYMENT OR IMMEDIATE DISMISSAL.

APPLICANT'S SIGNATURE DATE