

# Application for Employment With *Gingerly Clean, Inc.*

Date \_\_\_\_\_

**We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis.**

## PERSONAL BACKGROUND

Last Name	First Name	Middle Name			
Present Address	City	State	ZIP		
Permanent Address	City	State	ZIP		
Telephone Number	Person to contact in case of emergency		Emergency phone #		
SOCIAL SECURITY NUMBER _____					
DRIVER'S LICENSE # _____				STATE _____	
				Office Use Only	
Driving is a requirement of the job. Is your license valid?	Yes	No	1.		
Do you have full time access to a vehicle?	Yes	No	2.		
Is your vehicle in good and safe mechanical condition?	Yes	No	3.		
Is the vehicle covered by comprehensive liability insurance? What company?	Yes	No	4.		
	Policy #				
Make of vehicle	Model	YR	5.		
Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.? <i>*Verification and completion of the I-9 form must be submitted no later than 3 business days after hire.</i>	Yes	No	6.		

Application for Employment - Continued							Office Use Only		
Are you able to lift 50 pounds or more?					Yes	No	7.		
Would you have difficulty standing, bending, or kneeling in connection with performing necessary cleaning duties?					Yes	No	8.		
What hours are you available to work on the following week days?							9.		
MON	TUE	WED	THU	FRI	SATURDAY? <i>If work available</i> ___ TO ___		SUNDAY? <i>If work available</i> ___ TO ___		
If you are hired, when can you start work?							10.		
Are you presently employed?					Yes	No	11.		
If yes, may we contact your present employer?					Yes	No			
Which of the following categories of jobs have you had?							12.		
Housecleaning		Hotel/Motel		Restaurant					
Fast Food		Janitorial		Sales					
Homemaker		Manufacturing		Service					
Other (explain):									
<b>WORK EXPERIENCE</b>									
<i>List below your last three employers, starting with your present or last place of employment. You may include in such history any verified work performed on a volunteer basis.</i>									
Date Mo./Yr.	Name and Address of Employer			Salary	Position	Reason for Leaving			
Fr:							13.		
To:									
Supervisor's Name:				Telephone:					
Fr:							14.		
To:									
Supervisor's Name:				Telephone:					
Fr:							15.		
To:									
Supervisor's Name:				Telephone:					
<b>STATE YOUR EDUCATIONAL BACKGROUND</b>		NAME AND LOCATION OF SCHOOL			CIRCLE HIGHEST GRADE COMPLETED		MAJOR AREA OF STUDY		
High School					9 10 11 12/GED				
College					1 2 3 4				
Trade, Business or Graduate School									

Application for Employment - Continued						Office Use Only		
Have you ever been convicted of a criminal offense?		Yes	No	19.				
If yes, explain:								
Have you ever been bonded?		Yes	No	20.				
Has your driver's license ever been suspended?		Yes	No	21.				
If yes, explain:								
<i>Note: Due to the security-sensitive nature of the job, all employees are required to be bonded. As a matter of policy, the company conducts a police background and driving record check on any applicant in consideration for hiring.</i>								
<b>PERSONAL REFERENCES</b>								
<i>List the names of three persons not related to you, whom you have known for at least three years.</i>								
1.	Name:		Occupation:		Phone:		Years Known:	
	Address:							
2.	Name:		Occupation:		Phone:		Years Known:	
	Address:							
3.	Name:		Occupation:		Phone:		Years Known:	
	Address:							
To what extent would the following job characteristics be attractive to you?			VERY GREAT	GREAT	SOMEWHAT	LITTLE	VERY LITTLE	
More flexible daytime hours than other jobs.								22.
Working in a team environment								23.
The opportunity to become a team manager.								24.
Physical activity and exercise.								25.
The opportunity to work full-time part-time								26.
Helping clients by keeping their homes clean.								27.
A good relationship with fellow employees.								28.
Recognition from management for good work.								29.
The opportunity to earn bonuses and awards.								30.
How did you hear about us?								
Newspaper Ad			Flyer in the mail		Referred by: _____		Other: _____	

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS WHICH ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.**

**APPLICANT'S STATEMENT**

In signing this application, I certify that all of the foregoing information is a complete and accurate statement of the facts and understand that if any misrepresentation, omission or falsification be discovered, it will constitute grounds for dismissal. I hereby authorize the company, to which I am applying, to conduct any investigation necessary concerning any part of my background related to the position I am seeking, including, but not limited to, the obtaining of a police report and driving record. I authorize any of the persons or organizations named in this application to provide complete information and records regarding my employment, education, character and qualifications. I release all parties from any liability in connection with the provision and use of such information.

[ ] YES [ ] NO

I understand and agree that, if employed by this company, I will be responsible for familiarizing myself with all rules and regulations of the company as they presently exist or are later modified and that I will abide by its rules and regulations which I understand are subject to change.

[ ] YES [ ] NO

I also understand that no representative of the company has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment. I further understand that, if hired, my employment is for no definite period of time and may be terminated by either party at any time.

[ ] YES [ ] NO

I have read, understand and agree with the above.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*This application is current for only 60 days from the date above signed. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.*