

# Application for Employment

We are an equal opportunity employer dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion, or national origin.

Phone Number			
Date			Social Security No
Name	Last:	First:	Middle:
Present Address:			
Number, Street Apt#			
City, State Zip Code			
Referred by:			
Have you ever been convicted of a felony* <input type="checkbox"/> Yes <input type="checkbox"/> No			
* Answering yes to this question will not necessarily exclude you from consideration for employment.			
If you answered yes above, give full explanation of each case including date, place, charge and outcome below.			
Position	Salary Desired		
Are you Employed now?	Yes _____ No _____	If yes, can we inquire your present employer as to your employment there?	Yes _____ No _____
Have you ever applied to this company before? Yes _____ No _____		If yes, when?	
Can you perform the essential function of the position you are applying for with or without reasonable accommodation?		Yes _____ No _____	
In case of emergency notify	Name:	Phone Number:	
Former Employers: List below your last four employers, starting with latest one first:			
Date, Month, Year	Name, Address, Phone # of your employer	Position	Reason for leaving
From: To:			
From: To:			
From: To:			
From: To:			

## Application for Employment

Education	Name & Location	Circle last year Completed	Did you graduate	Subject studied Degree received
High School		1 2 3 4		
College		1 2 3 4		
Trade, Business, Or other		1 2 3 4		
<b>References: Give below the names of three persons not related to you, whom you have known at least one year, who we may contact regarding your application</b>				
	Name	Address, Phone #	Business Years Acquainted	
1.				
2.				
3.				
<b>For the purpose of further considering you as a possible member of our organization We would appreciate your cooperation answering the following questions;</b>				
1. What would you say has been your greatest accomplishment in the last 3 years?				
2. Where do you see yourself in 5 to 10 years?				
3. If we hire you, what personal work habits of yours would benefit the company?				
4. If you were offered employment with our company, what would you expect in order to consider us a good company to work with?				
5. For any company to have a successful future please rate the following in order of priority (1 being the highest)				
a. Employee Satisfaction _____ b. Client Satisfaction _____ c. Job Satisfaction _____				

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Thank you for your application. Please rate the following aspect of our application process.			
1-Very Good	2-Good	3-Satisfactory	4-Poor
A. Initial phone contact	_____	Comments:	_____
B. Directions to office	_____		_____
C. Greeting on your arrival	_____		_____
D. Location of the office	_____		_____
E. Appearance of the Facility	_____		_____

**The following questions are intended to help us match you with a possible job assignment.**

1. Are there any cleaning duties that you are not willing to do or unable to do?

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2. How far are you willing to travel to work for an assignment of 20 hours or more per week, five days a week?

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3. Check any item in which you have experience (this does not relate to work in your home)

<input type="checkbox"/> Running a floor machine	<input type="checkbox"/> Spray buffing floors
<input type="checkbox"/> Factory Cleaning	<input type="checkbox"/> Hospital cleaning
<input type="checkbox"/> Cleaning & washing floor	<input type="checkbox"/> Carpet Cleaning
<input type="checkbox"/> Wall washing	<input type="checkbox"/> Stripping & waxing floors
<input type="checkbox"/> Office cleaning	
<input type="checkbox"/> Other, please explain _____	

4. Do you have any supervisory experience?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If you answered yes above, explain below

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I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal; further, I understand and agree that my employment is for no definite period or may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice with or without cause.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Under Michigan law, if a disabled employee or applicant requires an accommodation to perform the essential duties of their job, they must request an accommodation by notifying the company in writing of the need for accommodation within 182 days of the date the disabled individual knows or should know that an accommodation is needed. Failure to properly notify the company may preclude any claim that the employer failed to accommodate the disabled individual.