

Part 1: Information

J & R Cleaning Service is an equal opportunity employer. Applicants are considered for employment without regard to race, color, national origin, religion, sex, age, disability, veteran status, or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification. J & R Cleaning Service will comply with its legal obligation to provide reasonable accommodation to qualified disabled applicants. The questions on this form are being asked to properly evaluate your skills, abilities, interests, and experience in relation to the position for which you are applying.

PLEASE PRINT IN BLUE OR BLACK INK UNLESS REASONABLE ACCOMODATION DICTATES OTHERWISE

GENERAL INFORMATION

Name: _____
Last First Middle

Address: _____
Number Street

_____ *City State Zip Code*

Current Phone () _____ Permanent Phone () _____

POSITION SOUGHT

Position Desired: _____

Wage/ Salary Expected: _____

Are you available to work: Full -time Part-time

Are you a student? Yes No

On what date are you available to work? _____

QUALIFICATIONS

Federal law requires applicants to present certain documentation to verify their identity and United States status or their legal authorization to work in the United States.

Are you legally eligible for employment in the United States? Yes No

Are you 18 years of age or older? Yes No

Have you applied here before? Yes No

Do you have a valid Indiana driver's license (if job related)? Yes No

If yes, please provide license number and expiration date: # _____ Exp: _____

Have you been convicted of, pled guilty to, or received a suspended Sentence for a felony or misdemeanor other than a minor traffic violation? Yes No

If yes, please explain: _____

Social Security Number: _____

EDUCATION

High School/ GED: _____
Name of School *City* *State*

Number of years completed: _____

Did you graduate? Yes No

Did you obtain a GED? Yes No

What are your future plans, if any: _____

College or University? _____
Name of School *City* *State*

Number of Years completed: _____

Course Pursued/ Degree Granted: _____

Business, Technical or Trade School/College: _____
Name of School *City* *State*

Number of Years completed: _____

Course Pursued/ Degree Granted: _____

Please list any special job-related skills, certifications, and qualifications acquired from education, employment, volunteer work or military service which you feel may be helpful in considering your application.

REFERENCES:

Please list three references who are *not* related to you and are *not* previous employers.

Name: _____ **Phone Number:** _____

Address: _____ **Relationship:** _____

Name: _____ **Phone Number:** _____

Address: _____ **Relationship:** _____

Name: _____ **Phone Number:** _____

Address: _____ **Relationship:** _____

EMPLOYMENT HISTORY

Starting with your present or most recent job, list your employment experience. You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment. *(Please attach resume' as an alternative to filling out below.)*

Employer: _____ Phone Number: _____
Address: _____ Immediate Supervisor: _____
Employment Dates: From: _____ To: _____
Job Title: _____
Salary/Hourly Rate: _____
Reason for leaving: _____
May we contact this employer? Yes No
If no, state the reason: _____

Employer: _____ Phone Number: _____
Address: _____ Immediate Supervisor: _____
Employment Dates: From: _____ To: _____
Job Title: _____
Salary/Hourly Rate: _____
Reason for leaving: _____
May we contact this employer? Yes No
If no, state the reason: _____

Employer: _____ Phone Number: _____
Address: _____ Immediate Supervisor: _____
Employment Dates: From: _____ To: _____
Job Title: _____
Salary/Hourly Rate: _____
Reason for leaving: _____
May we contact this employer? Yes No
If no, state reason: _____

(If you require additional space, please continue on a separate sheet of paper.)

APPLICANT'S STATEMENT

(Please indicate that you have read and understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.)

_____ I certify that this application was completed by me and that all entries on it and all information contained in (this application, resume', and any supplement thereof) is **CORRECT** and **COMPLETE** to the best of my knowledge. In the event of employment, I understand that false, misleading, or omitted information given in my application (or during interviews) may result in termination. I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at the an employment decision. I understand that an investigation may be made and information may be obtained through interviews with the personal references and past employers listed. I further understand said background check may also involve J & R Cleaning Service obtaining a criminal background report, investigative consumer report, and/or drivers license verification. I hereby authorize J & R Cleaning Service, Inc., if they wish, to make such inquiries.

_____ I hereby release all parties, including but not limited to J & R Cleaning Services, personal references, and previous employers, from any and all liability for any injury or damage that may result from their furnishing information to J & R Cleaning Services concerning me or any action J & R Cleaning Services takes on the basis of such information.

_____ I understand that this application is not a contract of employment and that any resulting employment relationship is for no fixed period of time and is terminable at any time and for any reason by J & R Cleaning Services, or by me. I further understand that statements which may be contained in policies, practices, handbooks, or other J & R Cleaning services material do not create any guarantee of employment that J & R Cleaning Services has the right to modify, amend, or terminate policies, practices, benefits plans, or other programs within the limits and requirements imposed by law. I understand that no representative of J & R Cleaning Services, other than a corporate officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing, signed by an authorized officer, and be specifically for employment, to be binding on J& R Cleaning Services.

_____ Date

_____ Signature of Applicant

This application will be considered active for 90 days. If you have not heard from J& R Cleaning Services after 90 days and still wish to be considered for employment, you will be required to fill out another application.

Part II: Questionnaire

1. What are your hobbies?

2. What things in your life do you feel are positive accomplishments? (Please Explain)

3. How would you describe yourself?

(Place **one X** on *each* line as to where you feel you would fall)

Self-Motivator _____ *Likes Direction*

Follower _____ *Leader*

Perfectionist _____ *Adequate*

4. What type of leadership do you prefer to work under?

(Place an X on each line as to where you feel you would fall)

Passive _____ *Domineering*

5. Are you willing to take advice on how to do something more efficiently? Yes or No (Please Explain)

6. In which situation would you help others? (Please Explain)

7. Which is more Important:

(Place an X on each line as to where you feel you would fall)

Quality _____ *Speed*

8. What type of work atmosphere do you work best in? (Please Explain)

9. Have you had previous cleaning experience? *(If yes, please explain)*

10. What is the longest amount of time that you have been employed? _____

11. In the last five (5) years, which position—as an employee—did you enjoy the...

most and why?

least and why?

12. Where do you see yourself in five(5) years? *(Please Explain)*
