



Application for Employment

Date _____

Sparkling House Service is 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
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Present Address	City	State	ZIP
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Permanent Address	City	State	ZIP
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Telephone Number	Person to contact in case of emergency phone #
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SOCIAL SECURITY NUMBER _____ / _____ / _____

DRIVER'S LICENSE # _____ STATE _____

Driving is a requirement of the job. Is your license valid? Yes No

Do you have full time access to a vehicle? Yes No

Is your vehicle in good and safe mechanical condition? Yes No

Is the vehicle covered by comprehensive? liability insurance? What company? Yes No

Policy # _____

Make of vehicle	Model	YR
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Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.? Yes No

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Would you have difficulty standing, bending, or kneeling in connection with performing necessary cleaning duties?

Yes No

What hours are you available to work on the following week days?

MON ____ TUE ____ WED ____ THU ____ FRI ____ SATURDAY?
If work available
 ____ TO ____

If you are hired, when can you start work?

Are you presently employed?

Yes No

If yes, may we contact your present employer?

Yes No

Which of the following categories of jobs have you had?

Housecleaning Fast Food Homemaker Hotel/Motel
 Janitorial Manufacturing Restaurant Sales
 Service Other (explain): _____

WORK EXPERIENCE

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.

Date Mo./Yr.	Name and Address of Employer	Salary	Position	Reason for Leaving
Fr: To:				
Supervisor's Name:			Telephone:	
Fr: To:				
Supervisor's Name:			Telephone:	
Fr: To:				
Supervisor's Name:			Telephone:	

STATE YOUR EDUCATIONAL BACKGROUND	NAME AND LOCATION OF SCHOOL	CIRCLE HIGHEST GRADE COMPLETED	MAJOR AREA OF STUD
High School		9 10 11 12/GED	
College		1 2 3 4	
Trade, Business or Graduate School			

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Have you ever been convicted of a criminal offense? Yes No

If yes, explain: _____

Have you ever been bonded? Yes No

Has your driver's license ever been suspended?
If yes, explain: Yes No

Note: Due to the security-sensitive nature of the job, all employees are required to be bonded. As a matter of policy, Sparkling House Service conducts a police background and driving record check on any applicant in consideration for hiring.

PERSONAL REFERENCES

List the names of three persons not related to you, whom you have known for at least three years.

1. Name: _____ Occupation: _____ Phone: _____
Address: _____ Years Known: _____

2. Name: _____ Occupation: _____ Phone: _____
Address: _____ Years Known: _____

3. Name: _____ Occupation: _____ Phone: _____
Address: _____ Years Known: _____

To what extent would the following job characteristics be attractive to you?	VERY GREAT	GREAT	SOME WHAT	LITTLE	VERY LITTLE
___ More flexible daytime hours than other jobs.					
___ Working in a team environment					
___ The opportunity to become a team manager.					
___ Physical activity and exercise.					
___ The opportunity to work full-time part-time					
___ Helping clients by keeping their homes clean					
___ A good relationship with fellow employees.					
___ Recognition from management for good work.					

How did you hear about us?

Newspaper Ad Website Referred by: _____ Other: _____

Sparkling House Service Application for Employment – Continued

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 *Sparkling House Service*, 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 *Sparkling House Service*, I will be responsible for familiarizing myself with all rules and regulations of *Sparkling House Service* 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 *Sparkling House Service* 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