



Application for Employment Reed's Cleaning Service

For Office use only
Location: _____
FT / PT Days / Nights
M - T - W - Th - F - S - Sun
Starting Rate: _____

1. Company Policy:

We consider all applications for employment. We require all employees of Reed's Cleaning Service be bonded.

Reed's Cleaning Service supports a drug-free workplace. Drug testing is mandatory for all new employees. Current and new employees are subject to random drug testing.

I, _____, authorize investigation of all statements contained in my application for employment as may be necessary. I further authorize a background check including my credit history. I authorize Reed's Cleaning Service to investigate for any criminal record.

Print Name of Applicant: _____

Male Female Prefer not to answer (this is not a required question)

Driver's License #: _____ State: _____

Social Security #: _____ Date of Birth: _____

Primary phone #: _____ cell home work

Email address: _____

Applicant Signature: _____ Date: _____

2. Instructions for completing the attached application:

Please PRINT all information. Complete all pages of application. Don't forget to sign your application. List your full name, including middle name and maiden name. Under 'Former Employers', list dates of employment and phone numbers.

Please note:

We must see your driver's license or picture ID card and your social security card. If you are not a US Citizen, we must see your work authorization card issued by U.S. Department of Immigration.

In order to be considered for employment you MUST have reliable transportation to and from work.

3. Availability

All Applications will be considered 'active' for 30 days from the date of submission (indicated on page 1). The following information is to be filled out so we can determine the hours and days you would be available.

Circle or check the box by your choices to each question below.

Currently I am applying for: full-time part-time on-call cleaning

I am available: 10-15 15-20 20-25 25-30 30+ hrs per week

If applying for full-time work, I would consider part-time work: yes no

Reed's Cleaning Service has different hours available for full and part-time work. Listed below are some of the ranges of work schedules. Please check a first and second preference.

First Shift: Full-time (Preferred start time: 7:30am 8:00am)

Second Shift: Part-time (Start time after 5:00pm)
 Full-time (Start time after 5:00pm)

Third Shift: Full-time (10:00pm to 6:30am or 5:00pm to 1:30am)

What days are you available to work?

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Are you currently working anywhere else? yes no

If yes, job title & hours per week: _____

4. Additional Pre-requisites & Employee Standards

We issue payroll checks every two weeks, at 8:00am on Fridays, unless otherwise prearranged to be mailed. You will be required to complete a timesheet listing all hours that you worked in order to be paid. Failure to complete timesheets will delay your ability to be paid on Fridays.

If employed, you will be required to call into our office daily to report to work. Therefore, you must have access to a telephone.

Persons employed by Reed's Cleaning Service must not take children or any other person with them when they enter account/clients' premises. Therefore, employees are required to have childcare or similar arrangements made prior to accepting employment.

Employees in most part-time jobs are required to drive their own vehicles. Therefore, employees are required to have transportation arrangements made prior to accepting employment.

By signing below, I understand the outlined pre-requisites above and my obligation to uphold if hired.

Sign: _____ Date: _____

5. Personal Information & Education

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, disability or veteran status.

PERSONAL	Last Name	First Name	Middle Initial	Birth Date
	Street Address		Home Telephone () -	
	City, State, Zip Code		Business or Alternate Telephone () -	
	Have you ever applied for employment with us? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, what month & year? _____		Pay Expected \$	
	Are you at least 18 years of age? <input type="checkbox"/> yes <input type="checkbox"/> no If not, employment subject to verification of age		Social Security Number	
	Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> yes <input type="checkbox"/> no If not, what hours can you work? _____		Will you work overtime if asked? <input type="checkbox"/> yes <input type="checkbox"/> no	
	Are you legally eligible for employment in the United States? <input type="checkbox"/> yes <input type="checkbox"/> no		Are you a US citizen? <input type="checkbox"/> yes <input type="checkbox"/> no	
	When will you be available to work? _____			
	Other special training or skills (languages, machine operation, etc)			

EDUCATION	School	Name and Location of School	Course of Study	# of Years Completed	Did you graduate?	Degree or Diploma
	Graduate				<input type="checkbox"/> yes <input type="checkbox"/> no	
	College				<input type="checkbox"/> yes <input type="checkbox"/> no	
	Business/Trade/Technical				<input type="checkbox"/> yes <input type="checkbox"/> no	
	High School or GED Equivalent				<input type="checkbox"/> yes <input type="checkbox"/> no	
	Other				<input type="checkbox"/> yes <input type="checkbox"/> no	

Have you ever been bonded? yes no If yes, with which employers? _____

Have you ever been incarcerated for any reason? yes no
If yes, describe in full (you may attach an additional page if necessary).

Have you been convicted of a crime in the past 30 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? yes no
If yes, describe in full (you may attach an additional page if necessary).

6. Employment History

Please give accurate & complete full-time and part-time employment record. Start with your present or most recent employer. If you have a resume, you may include it as an attachment.

1	Company Name	Telephone
	Address	Duration of Employment (month & year) From _____ to _____
	Name of Supervisor	Weekly Pay Start _____ Last _____
	Job Title and Description of Work	Reason for Leaving
	May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no If no, please list reason.	

2	Company Name	Telephone
	Address	Duration of Employment (month & year) From _____ to _____
	Name of Supervisor	Weekly Pay Start _____ Last _____
	Job Title and Description of Work	Reason for Leaving
	May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no If no, please list reason.	

3	Company Name	Telephone
	Address	Duration of Employment (month & year) From _____ to _____
	Name of Supervisor	Weekly Pay Start _____ Last _____
	Job Title and Description of Work	Reason for Leaving
	May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no If no, please list reason.	

Continued on next page

4	Company Name	Telephone
	Address	Duration of Employment (month & year) From _____ to _____
	Name of Supervisor	Weekly Pay Start _____ Last _____
	Job Title and Description of Work	Reason for Leaving
	May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no If no, please list reason.	

5	Company Name	Telephone
	Address	Duration of Employment (month & year) From _____ to _____
	Name of Supervisor	Weekly Pay Start _____ Last _____
	Job Title and Description of Work	Reason for Leaving
	May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no If no, please list reason.	

Signature	<p>The information provided in this application for employment is true, correct and complete. If I am employed, any misstatement or omission of fact on this application may result in my dismissal.</p> <p>I understand that acceptance of an offer of employment creates no obligation upon you, the employer, to continue to employ me in the future.</p>	
	<hr/> Signature	<hr/> Date