

Date Received: _____ Appointment: _____
 Correspondence: _____



FOR OFFICE USE ONLY		
Assignment: _____		
FT / PT	Days/Nights	M – T – W – Th – F – S – Sun
Starting Rate: _____		Start Date: _____

Application for Employment

1. Company Policy & Disclaimer:

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, disability or veteran status. 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. In order to be considered for employment you MUST have reliable transportation to and from work. We must retain a copy of your driver’s license or picture ID card and your social security card; therefore valid copies of both are required. If you are not a US Citizen, we must see your work authorization card issued by U.S. Department of Immigration. All Applications will be considered ‘active’ for 30 days from the date of submission (indicated on page 1).

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, as needed. I authorize Reed’s Cleaning Service to investigate for any criminal record.

2. Personal Information: Male Female Prefer not to answer (this is not a required question)

PERSONAL	Last Name	First Name	Middle Initial
	Street Address	Apt #	Home Telephone () -
	City, State, Zip Code		Business or Alternate Telephone () -
	Email address		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 - -
	Have you ever applied for employment with us? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, what month & year? _____		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 start work? _____		
	Other special training or skills (languages, machine operation, etc)		

Driver’s License #: _____ State: _____ Date of Birth: _____

Email address: _____

Applicant Signature: _____ Date: _____

3. Availability

Circle or check the box by your choices to each question below so we can determine the hours and days you would be available.

I am applying for: full-time part-time on-call weekends

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

If applying for full-time work, would you 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 indicate a first and second shift preference.

First Shift: Full-time (7:30am- 4:30pm) Part-time dayshift (Between 7:30am-4:30pm)

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

Other: hours available/requested: _____

Apart from absence for religious observance, what days are you available to work?

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

If not applying for full-time are there hours you are NOT available to work during the days selected above (such as working another job, child care arrangements, etc)? _____

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 pre-arranged 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 AND turn in timesheets as directed 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 working telephone.

Persons employed by Reed's Cleaning Service must NEVER 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. Violation of this policy will be grounds for dismissal.

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 above outlined pre-requisites above and my obligation to uphold if hired.

Sign: _____ Date: _____

5. Education

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.	

Please continue on next page...

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.	

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.	

Signature	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.	
	I understand that acceptance of an offer of employment creates no obligation upon you, the employer, to continue to employ me in the future.	
	_____	_____
	Signature	Date