

# Jani-Clean, Inc.

## Employment Application



Today's Date: \_\_\_\_\_

Referred By: \_\_\_\_\_

### Applicant's Information

Full name:

\_\_\_\_\_  
*Last First M.I.*

Date of Birth:

\_\_\_\_\_

Address:

\_\_\_\_\_  
*Street address Apt./Unit #*

Phone:

\_\_\_\_\_

\_\_\_\_\_  
*City State Zip Code*

Email:

\_\_\_\_\_

Position Desired:

\_\_\_\_\_

Social Security Number

\_\_\_\_\_

Desired Salary:

\_\_\_\_\_

Are you authorized to work in the US?

Yes ☐

No ☐

Have you ever worked for this company?

Yes ☐

No ☐

If yes, when?

\_\_\_\_\_

Have you ever been convicted of a crime?

Yes ☐

No ☐

If yes, explain?

\_\_\_\_\_

### Availability

Date Available: \_\_\_\_\_

Seeking: Part-time/Full-time/Seasonal/Temporary (circle all that apply)

Will you work overtime? YES or NO

Will you work holidays? YES or NO

Please fill in your hours of availability:

|       | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------|--------|---------|-----------|----------|--------|----------|--------|
| From: |        |         |           |          |        |          |        |
| To:   |        |         |           |          |        |          |        |

## Education

|                   |       |                              |                             |
|-------------------|-------|------------------------------|-----------------------------|
| High school:      | _____ | Address:                     | _____                       |
| From:             | _____ | To:                          | _____                       |
| Did you graduate? |       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Diploma:          |       | _____                        |                             |
| College:          | _____ | Address:                     | _____                       |
| From:             | _____ | To:                          | _____                       |
| Did you graduate? |       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Degree:           |       | _____                        |                             |

## Skills

Please circle to indicate proficiency in any of the following skills:

Floor Stripping    Carpet Cleaning    Maid Work    Floor Machines    Window Cleaning    Supervising

Explain: \_\_\_\_\_

Other: \_\_\_\_\_

## Previous Employment (List most recent first)

|                                                          |       |                              |                             |
|----------------------------------------------------------|-------|------------------------------|-----------------------------|
| Company:                                                 | _____ | Phone:                       | _____                       |
| Address:                                                 | _____ | Supervisor:                  | _____                       |
| Job title:                                               | _____ | From:                        | _____                       |
|                                                          |       | To:                          | _____                       |
| Responsibilities: _____                                  |       |                              |                             |
| May we contact your previous supervisor for a reference? |       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|                                                          |       | Salary: _____                |                             |
| Reason for leaving: _____                                |       |                              |                             |
| _____                                                    |       |                              |                             |

|                                                          |       |                              |                             |
|----------------------------------------------------------|-------|------------------------------|-----------------------------|
| Company:                                                 | _____ | Phone:                       | _____                       |
| Address:                                                 | _____ | Supervisor:                  | _____                       |
| Job title:                                               | _____ | From:                        | _____                       |
|                                                          |       | To:                          | _____                       |
| Responsibilities: _____                                  |       |                              |                             |
| May we contact your previous supervisor for a reference? |       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|                                                          |       | Salary: _____                |                             |
| Reason for leaving: _____                                |       |                              |                             |
| _____                                                    |       |                              |                             |

|                                                          |                              |                             |                 |
|----------------------------------------------------------|------------------------------|-----------------------------|-----------------|
| Company:                                                 | _____                        | Phone:                      | _____           |
| Address:                                                 | _____                        | Supervisor:                 | _____           |
| Job title:                                               | _____                        | From:                       | _____ To: _____ |
| Responsibilities:                                        | _____                        |                             |                 |
| May we contact your previous supervisor for a reference? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Salary: _____   |
| Reason for leaving:                                      | _____                        |                             |                 |

## Military Service

|                                   |       |                    |                 |
|-----------------------------------|-------|--------------------|-----------------|
| Branch:                           | _____ | From:              | _____ To: _____ |
| Rank at discharge:                | _____ | Type of discharge: | _____           |
| If other than honorable, explain: | _____ |                    |                 |

## Disclaimer and signature

I certify that the statements and information furnished by me in this application are true and correct. I understand that omitted, false or misstated statements on this application are grounds for refusal to hire, or dismissal, at any time the company becomes aware of the omitted, falsified, or misstated information.

I understand that Jani-Clean, Inc. is not obligated to provide me with employment and that I am not obligated to accept employment. I understand that nothing contained in this application, or conveyed during any interview that may be granted, or during my employment, if hired, is intended to create a contract for continued employment with Jani-Clean, Inc. except where required by applicable federal, state, and local law. In addition, if an employment relationship is established, I acknowledge that my employment and compensation can be terminated, with or without cause, and with or without notice at any time, at the option of the company or myself, and that this cannot be altered except by an express written agreement signed by myself and a designated office of Jani-Clean, Inc. I understand and agree that the conditions of employment can be changed by the company at any time in its sole discretion.

I agree and hereby authorize Jani-Clean, Inc. to conduct a background inquiry to verify the information on this application and any corporate form completed by me. I authorize all previous employers, or other persons who have knowledge of me or my records, to release such information to Jani-Clean, Inc. or their agents. I hereby release Jani-Clean, Inc. or any other persons or companies that participate in or conduct a background inquiry regarding me, from all claims or liabilities whatever may arise by such disclosures or such investigations.

While I understand that this application may be kept on file for up to one (1) year, I also understand that this application will be considered for a period not to exceed sixty (60) days. I understand that if I wish to be considered for employment beyond this period, I should inquire as to whether applications are being accepted for the position for which I am interested and if so, submit a new application.

|            |       |       |       |
|------------|-------|-------|-------|
| Signature: | _____ | Date: | _____ |
|------------|-------|-------|-------|

## Office Personnel Use Only:

|                                                                                           |                                          |
|-------------------------------------------------------------------------------------------|------------------------------------------|
| Interviewed By: _____                                                                     | Min Hrs. _____ to _____ Max Hrs.         |
| Shifts Available: 1 <sup>st</sup> Shift    2 <sup>nd</sup> Shift    3 <sup>rd</sup> Shift | Circle One: Full-time    or    Part-time |
| Transportation - _____                                                                    |                                          |
| Comments: _____                                                                           |                                          |
| _____                                                                                     |                                          |
| _____                                                                                     |                                          |