

# Covenant Cleaning Services

## Application for Employment

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

We are 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

Full Name: \_\_\_\_\_  
                                First                                Middle                                Last

Maiden Name/Aliases: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Present Address: \_\_\_\_\_  
\_\_\_\_\_  
Street  City  State                        Zip

How long have you lived at this address?: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ (Check if Same)  
\_\_\_\_\_  
Street  City  State                        Zip

Past Address: (If moved less than 2 years ago)  
\_\_\_\_\_  
Street  City  State                        Zip

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Telephone: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Driving is 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?	Yes	No
If so, which company?		
Are you able, at the time of employment, to submit verification of your legal right to work in U.S.?	Yes	No

\*Verification and completion of the I-9 Form must be submitted no later than 3 business days after hire

Are you able to lift 50 lbs. or more?	Yes	No
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 days:

Mon	Tues	Wed	Thurs	Fri	Sat	Sun

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? (Please check all that apply)

<input type="checkbox"/> Housecleaning	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Fast Food	<input type="checkbox"/> Restaurant
<input type="checkbox"/> Homemaker	<input type="checkbox"/> Sales
<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Service
<input type="checkbox"/> Janitorial	<input type="checkbox"/> 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:	Name and Address of Employer	Salary	Position	Reason for Leaving
to				
Supervisor:		Phone:		
Date:	Name and Address of Employer	Salary	Position	Reason for Leaving
to				
Supervisor:		Phone:		
Date:	Name and Address of Employer	Salary	Position	Reason for Leaving
to				
Supervisor:		Phone:		

## Educational Background

	Name and Location of School	Highest Grade Completed 9 10 11 12 GED	Major Area of Study	
High School				
College		Years Completed 1 2 3 4		
Trade, Business, or Grad				
Have you ever been convicted of a criminal offense?			Yes	No
If yes, explain:				
Have you ever been bonded?			Yes	No
If yes, explain:				
*Note: Due to the security-sensitive nature of the job, all employees are required to be bonded. As a matter of policy, the company 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 3 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 hrs. than other jobs					
Working in a team environment					
The opportunity to become a team lead					
Physical activity and exercise					
The opportunity to work full-time part-time					
Helping clients by keeping their homes clean					
A good relationship with co-workers					
Recognition from management for good work					
The opportunity to earn bonuses and awards					

How did you hear about us?	
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**Please read the following statements carefully before signing this application. Only those application 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 forgoing 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 the company, 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 this company, I will be responsible for familiarizing myself with all rules and regulations of the compnay as they presety 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 represetative of the company has any authority to enter into any employment agreement for any specified perior 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 periof 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

\_\_\_\_\_  
Date of Birth