



We are an equal opportunity employer. Applicants are considered regardless of race, color, national origin, religion, gender, age, marital, or veteran status; medical condition, genetic information, disability; or any other legally protected status. Equal access to the hiring process, services, and employment is available to all individuals. Applicants requiring accommodations to the application and/or interview process should contact the Human Resource Representative.

Each question should be answered completely and accurately. **No action will be taken on this application until all questions have been answered and the application has been signed and dated.** Verification of eligibility to work in the U.S. will be required if an employment offer is made.

Application date:

Name:

Last

First

Middle

Address:

Address

Apt. #

City

State

Zip Code

Primary Phone #:

Secondary Phone#:

Email Address:

Position applying for:	
Salary expectations:	
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you fluent in a foreign language?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what:
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No Date available for work:
Have you been convicted of a felony/misdemeanor	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, completed the following:</i>
Conviction:	
Location:	
Date:	
Result/outcome:	

EDUCATION:

School Level	Name & Location of School	Years Attended	Did you Graduate?	Degree or Certification
GED- High School				
Trade School				
College				
Graduate				

Indicate below, a summary of relevant training, skills, qualifications and experience, including types of equipment you have used (buffer, waxer, vacuum cleaner, etc), and the years of experience.



WORK HISTORY: (List your four most recent employers, list most recent first.)

Employer:		Your Title:	
Supervisor:		Contact Number:	<i>May we contact?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
Address & Location of business:			
Dates Employed:	<i>Start:</i>	<i>End:</i>	
Wages:	<i>Start:</i>	<i>End:</i>	
Work performed:			
Reason for leaving:			

Employer:		Your Title:	
Supervisor:		Contact Number:	<i>May we contact?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
Address & Location of business:			
Dates Employed:	<i>Start:</i>	<i>End:</i>	
Wages:	<i>Start:</i>	<i>End:</i>	
Work performed:			
Reason for leaving:			

Employer:		Your Title:	
Supervisor:		Contact Number:	<i>May we contact?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
Address & Location of business:			
Dates Employed:	<i>Start:</i>	<i>End:</i>	
Wages:	<i>Start:</i>	<i>End:</i>	
Work performed:			
Reason for leaving:			

Employer:		Your Title:	
Supervisor:		Contact Number:	<i>May we contact?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
Address & Location of business:			
Dates Employed:	<i>Start:</i>	<i>End:</i>	
Wages:	<i>Start:</i>	<i>End:</i>	
Work performed:			
Reason for leaving:			

MILITARY SERVICE RECORD:

Branch of Service:



Discharge date and rank:

REFERENCES:

List three professional references (business or work) that are not relatives, which you have known for at least one year. List at least one current or previous supervisor.

<i>Name</i>	<i>Company</i>	<i>Best # to reach</i>	<i>Years acquainted & relationship</i>
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<i>Name</i>	<i>Company</i>	<i>Best # to reach</i>	<i>Years acquainted & relationship</i>
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<i>Name</i>	<i>Company</i>	<i>Best # to reach</i>	<i>Years acquainted & relationship</i>
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Notes: (Applicant do not write in this space below)

AUTHORIZATION:

I understand that this is not an employment offer at this time. I certify that the information in this application is correct to the best of my knowledge. I understand that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interview is grounds for disqualification from further consideration for employment or for termination, if employed.

I authorize Andy's Cleaning Company, LLC, or their client, to contact any company, institution, or individual it deems appropriate to investigate my employment history, character, qualifications, credit history, driving record, and other relevant information, if job-related. I give my full consent for all contacted individuals, including former employers, to provide information concerning this application, and I waive my right to bring any cause of action against these individuals for any and all liability for damages arising from furnishing the requested information to Andy's Cleaning Company, LLC. I acknowledge that a facsimile and/or photocopy of this form is as valid as the original.

An employer-paid drug test and/or physical examination may be required. I understand that any offer of employment may be withdrawn if I test positive for drugs and/or if a condition is discovered for which no reasonable accommodation can be made.

I understand that this application is current for 60 days. At the conclusion of this time, if I have not heard from Andy's Cleaning Company, LLC and still wish to be considered for employment, it will be necessary to complete a new application.

I understand that if I am hired, my employment is "at-will" and may be terminated by myself or by the employer at any time, with or without cause or notice, for any reason or for no reason. I understand that no representative has the authority to make any assurance to the contrary.

Signature

Date



WAIVER AND RELEASE:

I hereby authorize your agency to furnish Andy's Cleaning Company, LLC, or their client, any information that you have concerning my work record, driving record, education record, reputation, medical record, military service record, financial record, criminal record, or any other information they might request. Information of a confidential or privileged nature may be included. I further authorize copies of those records to be made and given to the above-named firm if requested.

I am aware that the information provided to Andy's Cleaning Company, LLC, or their client, will be used in the background investigation of me. I hereby release your agency and others, including Andy's Cleaning Company, LLC, or their appointees, from any liability or damage, which may result from the information released.

I also acknowledge that Andy's Cleaning Company, LLC, or their appointees, may contact consumer reporting agencies and any other person or agency, which may have information about me. I authorize any person to provide any information, any consumer report, or any investigation report regarding information about me. Andy's Cleaning Company, LLC, or their appointees may also obtain copies of this information.

Date:

Name:

(full first, middle and last name)

Maiden, or other names, used:

Current Address:

Street

Apt. #

City:

State:

Zip:

Previous Address:

Street

Apt. #

City:

State:

Zip:

Social Security Number:

Driver's License Number:

State Issued:

Expiration Date:

(mm/dd/yyyy)

Date of Birth:

(mm/dd/yyyy)

Other counties or states resided in the past 10 years

Signature:

For purposes of this document, a typed signature will serve as the official signature.

A photocopy reproduction of this request shall be for all intents and purposes as valid as the original. According to the Fair Credit Reporting Act, applicants are entitled to know if insurance or employment is denied because of information obtained by the prospective employer from a consumer-reporting agency.