

Application for Employment



A & L Janitorial, Inc.

Today's Date: _____

Position you are applying for: Cleaner Floor Tech Manager

Full Name: _____

Address: _____ City: _____ Zip Code: _____

Main Phone: _____ Alternate Phone: _____

Date of Birth: _____

Do you have a valid Driver's License? Yes No

Driver's License Number: _____

Issuing State: _____

Expiration Date: _____

Do you have your own transportation to and from the job site? Yes No

Wage Desired: _____

Applying For: Full Time Part Time

Date you can start: _____

1st Shift 2nd Shift 3rd Shift

Number of hours you are looking for per week: _____

Days and hours you are AVAILABLE to work. Please check all times and days you are available

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Are you currently employed? Yes No

If yes.....

May we contact your current employer? _____

Do you plan on continuing employment if hired by A & L Janitorial? _____

If you plan on terminating your current employment, do you plan to give them notice? _____

Education:	Name & Location	Years attended	Degree/Diploma	Subjects Studied
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Business/Trade	_____	_____	_____	_____

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Employment History

Please list complete employment history for the last 4 years, beginning with your most recent employer. Use a separate piece of paper if necessary.

Employer's Name & Address	Phone Number	Supervisor's Name & Title
Dates you were employed	Position(s) you held	May we contact this employer?
Starting Wage	Ending Wage	Reason for leaving

Describe your duties and responsibilities for this job:

Employer's Name & Address	Phone Number	Supervisor's Name & Title
Dates you were employed	Position(s) you held	May we contact this employer?
Starting Wage	Ending Wage	Reason for leaving

Describe your duties and responsibilities for this job:

Employer's Name & Address	Phone Number	Supervisor's Name & Title
Dates you were employed	Position(s) you held	May we contact this employer?
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Employer's Name & Address	Phone Number	Supervisor's Name & Title
Dates you were employed	Position(s) you held	May we contact this employer?
Starting Wage	Ending Wage	Reason for leaving

Describe your duties and responsibilities for this job:

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Personal References

Please list three individuals you have known for at least one year that would be able to give a personal reference on your behalf, regarding your work ethic and personal character. Do not include family members or previous employers listed elsewhere on this application.

Name	Address	Phone number	Years Known

Military Service Record

Branch of service: _____ Rank: _____
Date of Service: _____ Reserve Obligations: _____
Date of Discharge: _____ Type of Discharge: _____

Have you ever been convicted of a felony? _____ If yes please explain below

Please list any hobbies, interests, or special training you have that you feel helps you make you asset to our team

"By signing below I certify that the information given in this application is true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application for employment shall be grounds for immediate dismissal. I authorize the investigation of all statements contained herein and the references and employers listed above to release to A & L Janitorial, Inc. any and all information concerning my previous employment and/or any pertinent information they may have, personal or otherwise, to release A & L Janitorial, Inc. from any and all liability for any damage that may result from utilization of such information.

I understand that A & L Janitorial, Inc. is an "at will" employer. No representative of A & L Janitorial, Inc has any authority to go into any agreement for employment for any specified period of time, or to make any agreement contrary to the forgoing, unless in writing and signed by an authorized company representative.

I give permission to A & L Janitorial, Inc. to perform a criminal background check. I give permissions to A & L Janitorial, Inc. to perform a drug screen by means they feel necessary and agree to submit to a specimen upon request. I understand and agree that I may be subject to random drug screening if employed."

Signature of Applicant: _____ Date: _____

For Office Use Only

Interviewed by: _____ Date of Interview: _____ Hired: Yes No

Position: _____ Start Date: _____ Starting Wage: _____

Comments: