



## Employee Application

Date Of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (M.I.)

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

- 1) Are you 18 years or older? YES NO Date of Birth: \_\_\_\_\_
- 2) Are you legally authorized to work in the United States? YES NO
- 2) Do You Have Reliable Transportation? YES NO
- 3) Valid Driver's License #: \_\_\_\_\_
  
- 4) Applying for: (Check All That Apply) Full-Time\_\_\_\_ Part-Time\_\_\_\_ Seasonal\_\_\_\_
- 5) Days you are available: (Check All That Apply)  
Any Day\_\_\_\_ Mon\_\_\_\_ Tues\_\_\_\_ Wed\_\_\_\_ Thurs\_\_\_\_ Fri\_\_\_\_ Sat\_\_\_\_ Sun\_\_\_\_
- 6) Times you are available: (Check All That Apply)  
Anytime\_\_\_\_ Mornings\_\_\_\_ Afternoons\_\_\_\_ Evenings\_\_\_\_ Other \_\_\_\_\_
- 7) Any previous janitorial/cleaning experience? YES NO  
If Yes, When? (Please list in previous employment) \_\_\_\_\_  
\_\_\_\_\_
  
- 8) Are you able to perform specific duties of this position? (Examples of duties include, but limited to: standing on short ladder, able to lift at least 10 – 15 pounds, handling a vacuum, work with cleaning liquids, dusting, etc.)
- 10) Are you able to work overtime on occasion? YES NO
- 11) Do you give legal consent to authorize J & J Commercial Cleaning Services Inc. to perform any criminal background history check? YES NO. Authorized Signature \_\_\_\_\_

**Previous Employers** - (Please List The Most Recent First)

Name Of Business

Street Address

City State

Phone

Supervisor

Employed From To (xx/xx/xxxx format)

Skills/Responsibilities:

Name Of Business

Street Address

City State

Phone

Supervisor

Employed From To (xx/xx/xxxx format)

Skills/Responsibilities:

Name Of Business

Street Address

City State

Phone

Supervisor

Employed From To (xx/xx/xxxx format)

Skills/Responsibilities:

**References**

List three people, NOT RELATED to you that you have known for at least one year:

Name

Phone Number

# of years

1.

2.

3.



### Application Supplement and Reference Release & Waiver

I, \_\_\_\_\_, have submitted an application with **J & J Commercial Cleaning Services Inc.** I certify that all information supplied by me on this employment application is true and accurate and I authorize a complete investigation. I agree that, if hired, I may be discharged if **J & J Commercial Cleaning Services Inc.**, at any time, learns of any falsification or material omission in the information I have provided and if discovered prior to hire, I would be ineligible for hire now and at anytime in the future.

I authorize **J & J Commercial Cleaning Services Inc.** to contact all former and current employer references listed on my application. All references are authorized to release all information requested. I hereby release **J & J Commercial Cleaning Services Inc.**, and all references from any liability, which might be claimed because of information, provided by such references.

I understand **J & J Commercial Cleaning Services Inc.** employment application is intended to create an employment relationship. I agree that, if hired, I will follow all company policies, rules, procedures, and all other directions.

I understand **J & J Commercial Cleaning Services Inc.** does not provide health or dental care insurance or retirement programs.

I further understand that, if hired, my employment is at-will, which means that I may terminate my employment at any time and for any reason, or no reason and that **J & J Commercial Cleaning Services Inc.** may conclude the employment relationship with me at any time and for any or no reason.

Applicant:

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_

**J & J Commercial Cleaning Services** Is An Equal Opportunity Employer