# MINT FRESH
### Home Cleaning

# 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

| Last Name | First Name | Middle Name | |
|---|---|---|---|
| Present Address | City | State | ZIP |
| Permanent Address | City | State | ZIP |
| Telephone Number | Person to contact in case of emergency | Emergency phone # | |

SOCIAL SECURITY NUMBER_____

DRIVER'S LICENSE #_____STATE_____

| | | | Office Use Only | | |
|---|---|---|---|---|---|
| Driving is a requirement of the job. Is your license valid? | ☐ Yes | ☐ No | 1. | | |
| Do you have full time access to a vehicle? | ☐ Yes | ☐ No | 2. | | |
| Is your vehicle in good and safe mechanical condition? | ☐ Yes | ☐ No | 3. | | |
| Is the vehicle covered by comprehensive liability insurance?  What company?    Policy # | ☐ Yes | ☐ No | 4. | | |
| Make of vehicle | Model | YR | 5. | | |
| Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.?* <br> *Verification and completion of the I-9 form must be submitted no later than 3 business days after hire.* | ☐ Yes | ☐ No | 6. | | |

*Form # HR Application*

| Application for Employment - Continued | | | | Office Use Only | |
|---|---|---|---|---|---|

**Application for Employment - Continued** — Office Use Only

| Question | | | | No. | |
|---|---|---|---|---|---|
| Are you able to lift 50 pounds or more? | ☐ Yes | ☐ No | | 7. | |
| Would you have difficulty standing, bending, or kneeling in connection with performing necessary cleaning duties? | ☐ Yes | ☐ No | | 8. | |

What hours are you available to work on the following week days? — 9.

| MON | TUE | WED | THU | FRI | SATURDAY? *If work available* ___TO___ | SUNDAY? *If work available* ___TO___ |
|---|---|---|---|---|---|---|
| _____ | _____ | _____ | _____ | _____ | | |

| | | | No. | |
|---|---|---|---|---|
| If you are hired, when can you start work? ☐ | | | 10. | |
| Are you presently employed? | ☐ Yes | ☐ No | 11. | |
| If yes, may we contact your present employer? | ☐ Yes | ☐ No | | |

Which of the following categories of jobs have you had? — 12.

☐ Housecleaning  ☐ Hotel/Motel  ☐ Restaurant
☐ Fast Food  ☐ Janitorial  ☐ Sales
☐ Homemaker  ☐ Manufacturing  ☐ Service
☐ 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 Mo./Yr. | Name and Address of Employer | Salary | Position | Reason for Leaving | |
|---|---|---|---|---|---|
| Fr: | | | | | 13. |
| To: | | | | | |
| Supervisor's Name: | | | Telephone: | | |
| Fr: | | | | | 14.. |
| To: | | | | | |
| Supervisor's Name: | | | Telephone: | | |
| Fr: | | | | | 15. |
| To: | | | | | |
| Supervisor's Name: | | | Telephone: | | |

| STATE YOUR EDUCATIONAL BACKGROUND | NAME AND LOCATION OF SCHOOL | CIRCLE HIGHEST GRADE COMPLETED | MAJOR AREA OF STUDY | |
|---|---|---|---|---|
| High School | | 9 10 11 12/GED | | 16. |
| College | | 1 2 3 4 | | 17. |
| Trade, Business or Graduate School | | | | 18. |

| Application for Employment - Continued | | | Office Use Only | |
|---|---|---|---|---|
| Have you ever been convicted of a criminal offense?  If yes, explain: | ☐ Yes | ☐ No | 19. | |
| Have you ever been bonded? | ☐ Yes | ☐ No | 20. | |
| Has your driver's license ever been suspended?  If yes, explain: | ☐ Yes | ☐ No | 21. | |

*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 three 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 | SOMEWHAT | LITTLE | VERY LITTLE | | |
|---|---|---|---|---|---|---|---|
| ☐ More flexible daytime hours than other jobs. | | | | | | 22. | |
| ☐ Working in a team environment | | | | | | 23. | |
| ☐ The opportunity to become a team manager. | | | | | | 24. | |
| ☐ Physical activity and exercise. | | | | | | 25. | |
| ☐ The opportunity to work full-time part-time | | | | | | 26. | |
| ☐ Helping clients by keeping their homes clean. | | | | | | 27. | |
| ☐ A good relationship with fellow employees. | | | | | | 28. | |
| ☐ Recognition from management for good work. | | | | | | 29. | |
| ☐ The opportunity to earn bonuses and awards. | | | | | | 30. | |

How did you hear about us?
☐ Newspaper Ad     ☐ Flyer in the mail     ☐ Referred by:_____     ☐ Other:_____

# PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION.  ONLY THOSE APPLICATIONS 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 foregoing 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 company as they presently 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 representative of the company has any authority to enter into any employment agreement for any specified period 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 period 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

*This application is current for only 60 days from the date above signed.  At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.*