



## EMPLOYMENT APPLICATION

Name: \_\_\_\_\_ Primary Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_  
 \_\_\_\_\_

Are you legally eligible for employment in the United States of America?\* Yes No  
 (If yes, verification will be required.)

Are you seeking: Permanent Temporary Full-Time Part-Time  
 (Circle all desired.)  
 Weekends Weekdays Emergency Overtime  
 First Shift Second Shift Third Shift

Are you able to perform the essential functions of the position with or without accommodations? Yes No

Date available to start work: \_\_\_\_\_

If necessary for the job, are you over the age of 18? Yes No

**Education Information:**

Level	Name	# Years Completed	Field	Degree?
High School				
College				
Busi./Tech				
Other				

Have you ever served in a branch of the military? Yes No  
 Honorably Discharged Medically Discharged Dishonorable Discharge Other than Honorable Discharge

References: List four personal references who are not relatives or former supervisors.

\_\_\_\_\_  
 Name Address Phone Occupation Years Known

\_\_\_\_\_  
 Name Address Phone Occupation Years Known

\_\_\_\_\_  
 Name Address Phone Occupation Years Known

\_\_\_\_\_  
 Name Address Phone Occupation Years Known

Do you currently have a valid Driver's License? Yes No  
 From what state is your current Driver's License issued? \_\_\_\_\_

Employment History: List last employer first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary (following this section), or use extra paper if needed.

Company Name: _____	Address: _____
Company Phone #: _____	
Contact Name: _____	Contact #: _____
Dates Employed: From: _____ To: _____	
Title: _____	
Duties: _____	
Was this a temporary, summer, or permanent position? _____	
If temporary, what agency placed you? _____	
Beginning Salary: _____	Ending Salary: _____
Reason for leaving: _____	

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Computer/Office/Clerical Skills: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Licenses/Certifications/Registrations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Other exceptional or extraordinary info.: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_  
 Relationship: \_\_\_\_\_

Please provide any additional information or comments that you would like for ServiceMaster Cleaning and Restoration to consider when making a decision about your employment in the space provided below.

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INFORMATION TO THE APPLICANT: As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application and are subsequently hired, you may be dismissed from ServiceMaster Cleaning and Restoration.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the U.S., have a physical examination and/or a drug test, or sign a conflict of interest agreement and abide by its terms.

I understand and agree to the information shown above:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Equal Employment Opportunity: We provide equal employment opportunity and may ask your national origin, race, and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application.