



# April Fresh Cleaning

## EMPLOYMENT APPLICATION

### EEO Statement

April Fresh Cleaning ("Company") provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, citizenship, disability or any other protected status.

This policy governs all areas of employment at the Company, including recruiting, hiring, training, assignments, promotions, compensation, benefits, discipline and terminations.

### Please Print Clearly and Complete All Pages of this Employment Application

#### PERSONAL INFORMATION

<b>Last Name</b>	<b>First</b>	<b>Middle</b>	<b>Date</b>
<b>Street Address</b>		<b>Apt.#</b>	<b>Home Phone</b> (      )
<b>City, State, Zip</b>		<b>Mobile Phone</b> (      )	
<b>Email Address</b>		<b>Business Phone</b> (      )	
<b>Have you ever applied for employment with April Fresh Cleaning?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO    If yes, provide month and year?		<b>Social Security No.</b> -                          -	
<b>Position Desired</b>		<b>Salary Desired</b>	
<b>Are you legally eligible and authorized to work for any employer in the United States?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>Date available to begin work</b>	
<b>Have you ever been convicted of a crime other than a minor traffic violation?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>Do you or have you ever had a problem with substance abuse (alcohol, drugs, etc.)?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain:		<b>What type of employment are you available for?</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <b>What are your available hours?</b>	
<b>Please list any special training or skills you possess (CPR, languages, computer skills, machine operation, etc.).</b>		<b>Are you available to work overtime if asked?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Are you related to any April Fresh Cleaning employees?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>Name:</b> _____ <b>Relationship</b> _____ <b>Name:</b> _____ <b>Relationship</b> _____		<b>How did you hear about this opening?</b>	
<b>Activities: (civic, athletic, etc.)</b>  (Exclude organizations, the name or character for which indicates the race, creed, sex, marital status, age color, or national origin of its members.)		<b>In case of emergency, notify:</b>  <b>Name:</b> _____ <b>Phone:</b> (      ) _____	



## EDUCATIONAL BACKGROUND

SCHOOL	Name & Location of School	Course of Study	# Of Years Completed	Did you graduate?	Degree or Diploma
High School				<input type="checkbox"/> YES <input type="checkbox"/> NO	GPA _____
College				<input type="checkbox"/> YES <input type="checkbox"/> NO	GPA _____
Other				<input type="checkbox"/> YES <input type="checkbox"/> NO	GPA _____

## EMPLOYMENT HISTORY

Starting with your most recent employer, please list full-time & part-time employment history.

<b>(1) Company Name</b>	Telephone (      )
Address	Employed (month/year) From                      To
Name of Supervisor, Title	Salary Starting                      Ending
Job title & description of work _____ _____	Reason for leaving

<b>(2) Company Name</b>	Telephone (      )
Address	Employed (month/year) From                      To
Name of Supervisor, Title	Salary Starting                      Ending
Job title & description of work _____ _____	Reason for leaving

<b>(3) Company Name</b>	Telephone (      )
Address	Employed (month/year) From                      To
Name of Supervisor, Title	Salary Starting                      Ending
Job title & description of work _____ _____	Reason for leaving

We may contact any one of your former employers listed in the Employment History section. Please indicate those you DO NOT want us to contact.

Employer \_\_\_\_\_

Employer \_\_\_\_\_

### PROFESSIONAL REFERENCES

List 3 business/work references that are not related to you and are not previous supervisors.

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

### Accuracy of Information

I understand that April Fresh Cleaning relies upon the accuracy of the information contained in this employment application and that accuracy of other data presented throughout the hiring and employment process. Any misrepresentations, falsifications or material omissions in any of this information or data may result in exclusion from further consideration of employment, or if hired, termination of employment.

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

### Confidentiality Agreement

In the event I am hired by April Fresh Cleaning, I understand that a condition of employment is that I will not directly or indirectly disclose, or use or take either during or after my employment, any property of April Fresh Cleaning, or confidential or proprietary information of April Fresh Cleaning or its clients, including but not limited to information, data or information regarding the Company's clients, employees, business, finances, operations or related information.

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

### AGREED UPON CONDITIONS OF EMPLOYMENT

I understand that employment with April Fresh Cleaning is "at-will", meaning that either the Company or I can terminate the employment relationship at any time for any lawful reason, with or without notice. I acknowledge that any false, incomplete or misleading information I provide on this application form, in a resume or in a pre-employment interview will be grounds to deny my application or, if discovered later, for immediate dismissal from employment. I hereby consent to April Fresh Cleaning contacting and/or communicating with any third party individual or entity, as April Fresh Cleaning, deems necessary, to confirm any statement or representation made on this Employment Application by me, or I shall execute any necessary releases and/or authorizations to provide April Fresh Cleaning access to such information.

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