

**CJ's Model Home Maintenance, Inc.**

**APPLICATION FOR EMPLOYMENT AS HOUSECLEANER**

**INSTRUCTIONS:** If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every reasonable effort will be made to accommodate your needs. ***You must complete this form yourself.*** This application form is intended for use in evaluating your qualifications for employment. **This is not an employment contract.** Please answer all questions completely and accurately. ***False or misleading statements or omission of material facts during the interview and on this form are grounds for terminating the applicant process or, if discovered after employment, terminating employment.*** All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin or the presence of disabilities. A felony conviction will not necessarily bar an applicant from employment. Additional testing of job-related skills and for the presence of drugs in your body, may be required prior to employment. After an offer of employment, and prior to reporting to work, you may be required to submit to a medical review. You may also be required to complete a medical history form and may be required to be examined by a medical professional designated by the Company. I acknowledge reading and understanding the above requirements.

\_\_\_\_\_  
Initials

**(Please Print)** Email Address \_\_\_\_\_ Date \_\_\_\_\_

**I. Personal Information** (Please print name exactly as it appears on your Social Security Card)

Name: Last First Middle

Current Address: Street City State Zip

Social Security Number Telephone # (Including Area Code) Alternate # (Cell Phone, Pager)

**Supervisory Use**

Supervisor Responsible for this Application Package \_\_\_\_\_ Section \_\_\_\_\_

Reg. Project \_\_\_\_\_  Initial Clean  Laundry  Trash Start Date \_\_\_\_\_

1. If hired, can you present evidence to verify your legal right to live and work in this country?.....Yes \_\_\_ No \_\_\_
2. Are you currently employed?..... Yes \_\_\_ No \_\_\_  
If yes, can you be contacted at work?..... Yes \_\_\_ No \_\_\_  
If yes, your work number, including area code \_\_\_\_\_
3. Do you have any friends or relatives who are presently (or have formerly been) employed by us? ..... Yes \_\_\_ No \_\_\_  
If yes, state name(s) and relationship \_\_\_\_\_
4. Driver's license number: \_\_\_\_\_ State and expiration date: \_\_\_\_\_

**II. Most Recent Employers**

1. \_\_\_\_\_  
 Company Name Position Held

\_\_\_\_\_ Dates Employed: \_\_\_\_\_  
 Address (Including City and State) From To

\_\_\_\_\_ Manager/Supervisor Phone Email

\_\_\_\_\_ Reason For Leaving

**V. Emergency Instructions**

In case of an emergency contact: \_\_\_\_\_  
 Name Telephone (Including Area Code)

Relationship: \_\_\_\_\_

\_\_\_\_\_ Applicant's Signature Date

**PLEASE READ AND SIGN BELOW**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that **the answers given by me are true and correct to the best of my knowledge**. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any false information, omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery of such false information, omission or misstatement of material fact. I understand that if hired, this Employment Application shall become a permanent part of my employment records.

I hereby authorize the Company and its agents including consumer reporting agencies, to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, I authorize my former employers, schools, companies, law enforcement authorities and other persons to disclose to the Company any and all letters, reports and other information related to my background, my employment, and my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure

I understand that nothing contained in the application or conveyed during any interview which may be granted is intended to create an employment contract between me and the Company, **except to the extent that my employment with the Company is "at-will"**.

Optional Information: In an effort to comply with State regulations we are asking you to please consider checking the appropriate box below in relation to your race. **This is optional and will not hinder your eligibility for employment in our company.**

- Black or African American       White       Native Hawaiian or Pacific Islander
- Asian       American Indian or Alaskan Native       Two or more races

Date: \_\_\_\_\_ Applicant's Signature \_\_\_\_\_