



ServiceMaster Twin Cities
Application for Employment
PERSONAL INFORMATION

Today's Date _____

NAME (First)	(Middle)	(Last)
Social Security Number		Are you at least 18 years old? Yes <input type="checkbox"/> No <input type="checkbox"/>
Present Home Address	Apt #	City State Zip
Home Telephone	Cell Phone	Work Phone
Are you interested in (check all that applies) Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>	Have you had previous employment with us? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>
Position Applying For: Housekeeping <input type="checkbox"/> Floor Work <input type="checkbox"/> Supervision <input type="checkbox"/> Check any of the following in which you have had previous job experience: Housekeeping <input type="checkbox"/> Sanitation of restrooms <input type="checkbox"/> Scrubbing & stripping of floors <input type="checkbox"/> Mopping, using a 24 oz. mop <input type="checkbox"/> Operating a Low Speed Buffer <input type="checkbox"/> Operating a High Speed Buffer <input type="checkbox"/> Janitorial Housekeeping <input type="checkbox"/>		
Date Available:	How were you referred to ServiceMaster?	
Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>		

EDUCATION

TYPE OF SCHOOL	NAME AND LOCATION	DEGREE/AREA OF STUDY	NUMBER OF YEARS ATTENDED	GRADUATED (Check One)	
High School or GED Testing Site				Yes <input type="checkbox"/>	No <input type="checkbox"/>
College				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other				Yes <input type="checkbox"/>	No <input type="checkbox"/>

ADDITIONAL INFORMATION

Identity and employment eligibility of all new hires will be verified as required by the Immigration Reform and Control Act of 1986. All offers of employment are contingent on the presentation of proof of the legal right to work in the U.S.

Any uncertainty in answering the questions below should be resolved in favor of disclosure. This information will not necessarily bar an applicant from employment. The nature and seriousness of the crime, the date of conviction, and the relation to the position sought will be considered. Applicants need not disclose information pertaining to sealed, expunged, pardoned, or statutorily eradicated arrest or conviction records.

Have you ever been convicted of a felony? Yes No If yes, please give date and explain offense and final disposition:

Have you ever been convicted of a misdemeanor? Yes No If yes, please give date and explain offense and final disposition:

Have you ever been convicted of a DUI? Yes No If yes, please give date and explain final disposition:

EMPLOYMENT HISTORY List employment starting with your most current position

NAME AND ADDRESS OF EMPLOYER	FROM:	TO:	POSITION HELD & SUPERVISOR	SALARY OR WAGES
	____/____ MO YR Phone Number	____/____ MO YR		
DESCRIPTION OF DUTIES:			REASON FOR SEPARATION:	

NAME AND ADDRESS OF EMPLOYER	FROM:	TO:	POSITION HELD & SUPERVISOR	SALARY OR WAGES
	____/____ MO YR Phone Number	____/____ MO YR		
DESCRIPTION OF DUTIES:			REASON FOR SEPARATION:	

NAME AND ADDRESS OF EMPLOYER	FROM:	TO:	POSITION HELD & SUPERVISOR	SALARY OR WAGES
	____/____ MO YR Phone Number	____/____ MO YR		
DESCRIPTION OF DUTIES:			REASON FOR SEPARATION:	

Please Read Carefully

ServiceMaster Twin Cities considers applicants for all positions without regard to race, color, religion, sex, national origin, disability, age, veteran status or any other characteristic protected by applicable law. Further, no information obtained by ServiceMaster Twin Cities in response to any question in this application will be used in violation of any federal, state or local law.

In submitting this application for employment, I understand that an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, credit record, driving record and/or criminal history. I authorize anyone possessing this information to furnish it to ServiceMaster Twin Cities and/or a third party company upon request and I release anyone so authorized, ServiceMaster Twin Cities and any third party company from all liability and damages whatsoever in furnishing, obtaining or using said information. I elect to receive a copy of any public record described in the paragraph above.

If I am employed by ServiceMaster Twin Cities, I understand that false or misleading information given in my application or interview(s) may result in immediate dismissal. I understand, also, that I am required to abide by all rules, regulations, policies and procedures of ServiceMaster Twin Cities.

I understand and agree that if I am employed, the employment will be "at will". That is, either ServiceMaster Twin Cities or I may end the employment relationship at any time, with or without cause. I understand that receipt of this application by ServiceMaster Twin Cities does not imply employment and that this application and/or any other ServiceMaster Twin Cities documents are not contracts of employment.

I certify that the information contained in the Application for Employment is correct to the best of my knowledge and I understand that misrepresentation of the facts given in this application may be grounds for refusal to hire or grounds for termination of employment.

This application becomes void after 90 days unless renewed.

Applicant Signature

Date Signed