

Application for Employment: Preface

We have been in the cleaning business in Lawrence for over twenty years. We have had an excellent reputation during those years -- some of our clients have been with us that entire time. We value our reputation and our clients, and strive at all times to maintain both.

To do this, our cleaners must have a strong work ethic. They must be reliable, and they must be willing to put the extra effort into making a residence look top-notch. Cleaning is not for everyone! You must be able to see the details -- you cannot simply go to a house and clean with the attitude that "this is good enough." Some people don't mind cleaning; others love to clean and are not content with a job unless everything sparkles. If you don't fall into the second category, you probably need to seek employment elsewhere. Cleaning is hard work and excellent exercise, but if you don't have the energy or the inclination to do a great job, then you will not be happy here.

We try to allow you adequate time to clean thoroughly -- which is what our clients expect. We are here as a support system if you need any additional information or help on the job. We try desperately to work with you regarding schedules and conflicts, and we are the first to recognize that you have family obligations, car trouble, and other appointments. We understand there are days when you may not be feeling well or you are a bit sluggish. However, if you are not willing to give it 100% most of the time, be honest with yourself and with us, and seek employment elsewhere.

We understand that cleaning is not always fun. We try to compensate for that by paying higher than normal wages, and include bonuses and certain paid holidays that part-time employees usually do not receive elsewhere. We will reward those people who go the extra mile and take it upon themselves to do the best job possible.

We value our reputation in the Lawrence community. We appreciate our clients, and we strive to keep them happy. If you will make the necessary commitment to do an excellent job, we would love to have you be an integral part of the team!

Application For Employment

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

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Last Name	First Name	Middle	Date
Street Address			Home Telephone ()
City, State, Zip Code			Mobile Telephone ()
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes": Month and Year:			Social Security #
Position Desired			Pay Expected
Are you legally eligible for employment in the United States?			When will you be available to begin work?
Other special training skills (languages, machine operation, etc.)			

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	Name and Location of School	Course of Study	Years Completed	Did You Graduate?	Degree or Diploma
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade/Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Have you ever been bonded? Yes No
If "Yes", with what employers? _____

Are you over 18 years of age? Yes No
If not, employment is subject to verification of age.

Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? Yes No

If "Yes", describe in full:

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The information provided in this Application For Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If Housekeeping Unlimited decides to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize them to do so. If a report is obtained, Housekeeping Unlimited must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

Date	Signature
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Employment History

Please give accurate full-time and part-time employment records. Start with your present or most recent employer.

1

Company Name	Telephone ()
Address	Employed - (State Month and Year) From: To:
Name of Supervisor	Weekly Pay
State Job Title and Describe Your Work	Reason For Leaving

2

Company Name	Telephone ()
Address	Employed - (State Month and Year) From: To:
Name of Supervisor	Weekly Pay
State Job Title and Describe Your Work	Reason For Leaving

3

Company Name	Telephone ()
Address	Employed - (State Month and Year) From: To:
Name of Supervisor	Weekly Pay
State Job Title and Describe Your Work	Reason For Leaving

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	Name	Relationship	Contact Number
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2			()
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For Office Use Only – Do Not Write Below This Section

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Person Contacted	Results

Additional Questions

Previous professional cleaning experience is not necessarily required for this job. Your interest, attitudes, and habits as they apply to your school experiences, previous jobs, hobbies, etc. are all important in preparation for any job. In answering the following questions, use any background information that you think would be useful in carrying out this job.

Why are you interested in this job and what skills do you have that would apply to this work?

Is this job your first choice? Yes No

Are you waiting to hear about another job that you would like better?

This is physical work that can aggravate existing back/shoulder/hip/knee problems. The chemicals are fairly neutral, but *it is best to not expose a developing fetus to any chemical on a regular basis*. Do you have any current or previous physical condition that cleaning may affect?

Yes No (If "Yes", please describe:)

Please list what vehicle you will be driving, current license information, and current insurance information.

Newer cleaners who are doing average work are making \$10.00 to \$12.00 per hour. Cleaners who have been employed with us longer, and/or who are doing above average work are making \$13.50 per hour and more. When you are working up to your full potential, where do you think you would be on this pay scale? _____

We need to cover cleaning schedules for "fill in" and "one time" clients as well as more regular long term schedules. For this reason, scheduling is extremely important to us, and we need to know when we can count on you. We need as much stability day to day as possible. Please be realistic about how much work you want, and how long you will be with us.

What time commitment do you want to give this job?

- 3 Months
- 6 Months
- 1 Year
- Indefinite

Approximately how many hours do you need each week and what days are you available to work. (Please list time of day for each.)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Signature: _____

Date: _____