



ServiceMaster Building Maintenance Professionals
P.O. Box 732
Buffalo, New York 14205-0732

APPLICATION FOR EMPLOYMENT

"The facts set forth in this application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me."

DATE: _____

NAME: _____
(LAST) (FIRST) (MIDDLE)

ADDRESS: _____
(STREET)
(CITY, STATE) (ZIP CODE)

PHONE: _____ SOCIAL SECURITY # _____

IN CASE OF EMERGENCY, PLEASE NOTIFY _____

DATE AVAILABLE TO WORK? _____ HOURS YOU CAN WORK? _____

DESIRED HOURLY WAGE? _____ WORK DESIRED? ___ FULL TIME ___ PART-TIME

IF FULL TIME IS CHECKED, WILL YOU ACCEPT PART-TIME? _____ YES _____ NO

CIRCLE THE DAYS OF CAN WORK S - M - T - W - T - F - S
A REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE RELIGIOUS NEEDS.

AREAS AVAILABLE TO WORK? _____ DOWNTOWN, _____ AMHERST/TONAWANDA
_____ ORCHARD PARK _____ WILLIAMSVILLE _____ CHEEKTOWAGA _____ OTHER

PLEASE LIST IN ORDER WITH YOUR MOST RECENT EMPLOYER FIRST.

COMPANY: _____ **PHONE #:** _____

ADDRESS: _____

DATES WORKED: FROM: _____ **TO** _____ **SUPERVISOR:** _____

DESCRIBE TYPE OF WORK: _____

REASON FOR LEAVING: _____ **RATE OF PAY:** _____

COMPANY: _____ **PHONE #:** _____

ADDRESS: _____

DATES WORKED: FROM: _____ **TO** _____ **SUPERVISOR:** _____

DESCRIBE TYPE OF WORK: _____

REASON FOR LEAVING: _____ **RATE OF PAY:** _____

COMPANY: _____ **PHONE #:** _____

ADDRESS: _____

DATES WORKED: FROM: _____ **TO** _____ **SUPERVISOR:** _____

DESCRIBE TYPE OF WORK: _____

REASON FOR LEAVING: _____ **RATE OF PAY:** _____

EDUCATIONAL BACKGROUND

INDICATE HIGHEST GRADE COMPLETED: High School 1 2 3 4 GED College 1 2 3 4 Plus _____

LIST HIGH SCHOOL AND SECONDARY SCHOOLS ATTENDED - GIVE DATES

WAS YOUR EDUCATION FINANCED? YES _____ **NO** _____ **IF YES, BY WHOM?** _____

1. Are you legally eligible for employment in the U.S.? _____ YES _____ NO

2. Do you have transportation? _____ YES _____ NO

3. Can you attend work regularly? _____ YES _____ NO

4. Are you over the age of eighteen (18) ? _____ YES _____ NO

5. Do you need working papers? _____ YES _____ NO

6. Have you been convicted of a felony within the past ten years?

_____ YES _____ NO IF YES, describe in full, including dates: _____

7. Have you ever previously applied for employment with us? _____ YES _____ NO

8. Were you referred by a current ServiceMaster employee? _____ YES _____ NO

IF YES, Please give name _____

9. Have you ever worked for ServiceMaster Bldg. Maintenance Professionals?

_____ YES _____ NO

10. Are you currently working for a cleaning company? _____ YES _____ NO

11. Have you previously been employed by a janitorial service? _____ YES _____ NO

12. Do we have your permission to contact your present employer for an employment reference check? _____ YES _____ NO

"I hereby authorize my former employer (s) to provide information solicited by ServiceMaster, and I hereby remise, release and discharge each of the above including the company of any kind of nature."

"In consideration of my employment, I agree to conform to the rules and regulations of ServiceMaster Bldg. Maintenance Professionals, and my employment and compensation can be terminated with or without notice, at any time, at the option of either the Company or myself. I understand that no Supervisor, Manager, or Representative of ServiceMaster Bldg. Maintenance Professionals, has any authority enter into an agreement contrary to the foregoing."

SIGNATURE OF APPLICANT _____

DATE

FOR OFFICE USE ONLY			
Possible Work Location	Possible	Position	

REFERENCE CHECK			
DATE	COMPANY	SPOKE TO:	COMMENTS: