



We are a Drug Free workplace.

Date: \_\_\_\_\_ Phone# Days: \_\_\_\_\_ Phone# Nights: \_\_\_\_\_  
 Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Referred by:  
 Newspaper (name) \_\_\_\_\_  
 Employee \_\_\_\_\_  
 Website (name) \_\_\_\_\_  
 Other \_\_\_\_\_

Can you perform the essential functions of the job you have applied for with or without a reasonable accommodation?  Yes  No (A job description is available)  
 Have you ever worked at our company before?  Yes  No Dates of Engagement: \_\_\_\_\_  
 Are you related to anyone in our company?  Yes  No If yes, give name and position: \_\_\_\_\_  
 Dates available to work: From: \_\_\_\_\_ to \_\_\_\_\_  Full-time  Part-time  Weekends/Holidays Only  
 List times available:  Weekends \_\_\_\_\_  Weekdays \_\_\_\_\_ Any shift? \_\_\_\_\_  
 Do you have a reliable vehicle?  Yes  No Driver's License state and number: \_\_\_\_\_ Is your license active?  Yes  No  
 Can you, after offer to work, submit verification of your legal right to work in the U.S.?  Yes  No  
 Are you 18 years of age or older\*?  Yes  No \* under 18 years of age must provide a valid work permit prior to start date.  
 Have you ever been convicted of a felony or, within the last five years, of a misdemeanor?  Yes  No  
 State the date of conviction\* and the nature of the offense: \_\_\_\_\_ (\*A conviction will not necessarily bar engagement)

**EDUCATION**

High School Name: Location:	Circle year completed: 9 10 11 12
College or Specialized Training:	Years completed: _____ Degree: _____

EMT  CPR  
 Keyboarding WPM \_\_\_\_\_  
 Foreign Language(s) \_\_\_\_\_  
 \_\_\_\_\_  
 Computers: \_\_\_\_\_  
 \_\_\_\_\_

Please note any special qualifications you may have: \_\_\_\_\_

**PREVIOUS EMPLOYMENT:** Please complete all items, even if attaching a resume. Start with most recent.

	Company Name and Address	Dates Employed	Job Title	Last Rate of Pay	Supervisor's Name and Phone Number	Reason for Leaving
1.		From: To:				
2.		From: To:				
3.		From: To:				

May we contact your previous employers?  Yes  No If no, state reason and employer: \_\_\_\_\_

Why do you wish to work for our company? \_\_\_\_\_

If I am engaged as a contractor, I will abide by all rules and regulations of Joanna's Cleaning Company. Contracting arrangements can be severed as outlined in the contract.

I certify that all statements made on the application are true and complete to the best of my knowledge and I have withheld nothing that would affect Joanna's Cleaning Company's decision to engage my services. If hired as a contractor, I understand any false information I have given, whenever discovered, is cause for dismissal. I authorize Joanna's Cleaning Company, to conduct a background check, solicit and obtain from references, from former employers, and schools, information that would be helpful in making decisions about my employment, and I release such parties from any liability regarding such disclosure. I agree to fully and completely comply with all policies concerning alcohol, drugs, safety, theft and loss control, and further consent to such searches, inspections, examinations and tests as may be required by policy.

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