

Diamond Express Cleaning Services

THE COMPANY IS AN AT-WILL EMPLOYER, MEANING THAT EITHER THE EMPLOYER OR EMPLOYEE CAN END THE EMPLOYMENT RELATIONSHIP AT ANYTIME AND FOR ANY OR NO REASON.

Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: _____ Date: _____

Position(s) applied for or type of work desired: _____

Address: _____

Telephone number: _____ Social Security : _____

Type of employment desired: _____ Full-time _____ Part-time

Date you will be available to start work: _____

Days and hours you are available: _____

Are you able to meet the attendance requirements? _____ Yes _____ No

Do you have any objection to working overtime if necessary? _____ Yes _____ No

Can you travel if required by this position? _____ Yes _____ No

Have you ever been previously employed by our organization? _____ Yes _____ No

Can you submit proof of legal employment authorization and identity? _____ Yes _____ No

Have you ever been convicted of a crime in the last seven years? _____ Yes _____ No

If yes, please explain (a conviction will not automatically bar employment):

Driver's license number and State: _____

How were you referred to us? _____

Employment History

Please provide all employment information for you past two employers starting with the most recent.

Employer: _____ Position held: _____

Address: _____ Telephone no: _____

Immediate supervisor and title: _____

Dates employed: from _____ To _____ Salary/ Wages: _____

Job description/ Responsibilities: _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone no: _____

Immediate supervisor and title: _____
Dates employed: from _____ To _____ Salary/ Wages: _____
Job description/ Responsibilities: _____

Reason for leaving: _____

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certifications, and/or other qualifications:

Educational History

List school name and location, years completed, course of study, and any degrees earned:

High School: _____

College: _____

Technical Training: _____

Other: _____

References

List 3 reference names, telephone numbers, and years known (do not include relatives or employers):

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on the application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relation at will, with or without cause, at anytime, so long as there is no violation of applicable federal or state law.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity a legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant Signature _____ Date _____