



Employment Application

Two Sweet Gals Cleaning

Position applying for: _____

EMPLOYEE INFORMATION

Name: _____

Last

First

Middle

Telephone: _____ Email: _____ Alternate telephone: _____

Address: _____

Are you able to perform the essential functions of the position with or without accommodations?

Yes No

If necessary for the job, I am able to:

Work overtime? Yes No

Provide a valid Driver's License? Yes No

If necessary for the job are you older than:

18 21 (Check one)

If so, fill out the following: Issuing state: _____

DL #: _____ Type: _____

License Class A

B

C

I am legally eligible for employment in the U.S.?

Yes No

I am seeking a permanent position: Yes No

Availability? (Check all that apply)

Mon Tue Wed Thur Fri

Sat Sun Other: _____

I will be able to report to work

_____ days after being notified I am hired.

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

| | | | |
|----------------------------|--------------------------------|---------------------|-----------|
| Employer name and address: | Position title/duties, skills: | Start date: | End date: |
| _____ | _____ | _____ | _____ |
| _____ | _____ | Reason for leaving: | |
| _____ | _____ | _____ | |
| Pay: \$ | Supervisor: | Telephone: | |
| Per: _____ | _____ | _____ | |
| Employer name and address: | Position title/duties, skills: | Start date: | End date: |
| _____ | _____ | _____ | _____ |
| _____ | _____ | Reason for leaving: | |
| _____ | _____ | _____ | |
| Pay: \$ | Supervisor: | Telephone: | |
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| Pay: \$ | Supervisor: | Telephone: | |
| Per: _____ | _____ | _____ | |
| Employer name and address: | Position title/duties, skills: | Start date: | End date: |
| _____ | _____ | _____ | _____ |
| _____ | _____ | Reason for leaving: | |
| _____ | _____ | _____ | |
| Pay: \$ | Supervisor: | Telephone: | |
| Per: _____ | _____ | _____ | |

Summarize other employment related to this job:

EDUCATION

| | Institution name | Years completed | Field of study | Graduate or degree |
|--------------------|------------------|-----------------|----------------|--------------------|
| High school | | | | |
| College/university | | | | |
| Business/technical | | | | |
| Additional | | | | |

MILITARY

Are you a veteran? Yes No
Duty/specialized training: _____

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of vehicles and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

REFERENCES

List two personal references who are not relatives or former supervisors.

| Name | Address | Telephone | Occupation | Years known |
|------|---------|-----------|------------|-------------|
| | | | | |
| | | | | |

CONTACT

In case of accident or illness, please contact: Name: _____ Daytime phone: _____
Address: _____ Relationship: _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant

Date

required to