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## Application for Employment

\_\_\_\_\_  
 Last Name                                      Maiden Name                                      First Name                                      Middle

\_\_\_\_\_  
 Address    City    State

\_\_\_\_\_  
 Home Number    Cell Number    Email

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  Yes  No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

Days/hours available to work

No Pref \_\_\_\_\_ Thur \_\_\_\_\_

Mon \_\_\_\_\_ Fri \_\_\_\_\_

Tue \_\_\_\_\_ Sat \_\_\_\_\_

Wed \_\_\_\_\_ Sun \_\_\_\_\_

Position: \_\_\_\_\_

Desired pay range: \_\_\_\_\_

Date available for work? \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment desired     FULL-TIME ONLY     PART-TIME ONLY     FULL- OR PART-TIME

DO YOU HAVE A DRIVER'S LICENSE?     Yes     No

What is your means of transportation to work? \_\_\_\_\_

Driver's license number: \_\_\_\_\_ State of issue \_\_\_\_\_ Expiration date: \_\_\_\_\_

Have you had any accidents during the past three years?     Yes     No    How many? \_\_\_\_\_

Have you had any moving violations during the past three years?     Yes     No    How Many? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				

**References - Please list three (3) references other than relatives or previous employers.**

Name	Title	Company	Phone #	Email Address

**Previous Experience** - Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

	Employer Name, Address, Phone	Dates Employed	Position & Duties	Pay Rate	Reason for leaving
<u>1</u>					
<u>2</u>					
<u>3</u>					
<u>4</u>					
<u>5</u>					
<u>6</u>					
<b>Please list any additional skills or information you would like to share:</b>				May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Did you complete this application yourself <input type="checkbox"/> Yes <input type="checkbox"/> No If not, who did?	

J & K Cleaning and Restoration, LLC is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability.

In exchange for the consideration of my job application by J & K Cleaning and Restoration, LLC (hereinafter called "the Company"), I agree that:

The acceptance of this application or subsequent employment shall not serve to create an actual or implied contract of employment, either in the position applied for or any other position. I understand that, in connection with the routine processing of my employment application, the Company may use consumer reporting agencies and investigative consumer reports including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that may provide for pre-employment testing as well as testing during or after employment; (2) consent to and compliance with such policy is a condition of my employment. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_