



## APPLICATION FOR EMPLOYMENT

Courtesy Cleaners employs people on the basis of their individual job qualifications and assures equal employment opportunity and treatment regardless of mental and physical disability, race, age, religion, veteran status, national origin, or sex. Courtesy Cleaners is an Equal Employment Employer.

### PERSONAL DATA

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

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Are you 18 years or older in age? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you either a U.S. Citizen or an legal alien who has the right to work in the job which you are applying for? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a Felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes to the above, explain fully: \_\_\_\_\_

\_\_\_\_\_

### JOB INTEREST

Position applying for: \_\_\_\_\_ Wage per hour desired: \_\_\_\_\_

Would you accept part-time work? \_\_\_\_\_

### EDUCATION

Circle the highest grade completed in each school category

Grade School 1 2 3 4 5 6 7 8

High School 9 10 11 12

College 1 2 3 4

Name

Location

High School: \_\_\_\_\_

College: \_\_\_\_\_

**LIST PRESENT OR MOST RECENT EMPLOYMENT**

Present Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
Street City State

Job Title: \_\_\_\_\_

Describe Duties: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Wages per Hour: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**LIST PREVIOUS EMPLOYMENT**

Present Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
Street City State

Job Title: \_\_\_\_\_

Describe Duties: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Wages per Hour: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Present Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
Street City State

Job Title: \_\_\_\_\_

Describe Duties: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Wages per Hour: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

List any particular employer(s) you do not wish us to contact. If so, please list: \_\_\_\_\_

\_\_\_\_\_

## PRE-EMPLOYMENT STATEMENT

PLEASE READ CAREFULLY

I hereby certify that the answers given in this application are true and correct to the best of my knowledge. I voluntarily consent to a thorough investigation of my past employment activities. I give Courtesy Cleaners the right to make reference checks on my background and release from all liability or responsibility all persons, companies or corporations supplying such information.

I understand that any offer of employment is based on my ability to produce documentation that I am a United States Citizens or a legal alien authorized to work in the United States.

I understand that any false answers or statements made by me on this application or in connection with the above mentioned investigation will be sufficient grounds for immediate discharge.

Should I be hired, I agree to be governed by all company rules and regulations. I understand and agree that if I am employed at Courtesy Cleaners, I retain the right to terminate the employment relationship at any time with or without cause, and so does the company.