

# Application for Employment

CRC Janitorial Services, Inc. is an equal opportunity employer. The company's policy is not to discriminate against any applicant or employee based on race, sex, religion, national origin, age disability, or any other basis protected by applicable federal, state, or local laws. CRC Janitorial Services, Inc. also prohibits harassment of applicants or employees base on any of these protected categories. It is also CRC Janitorial Services, Inc. policy to comply with all applicable state and federal laws respecting consideration of unemployment status in making hiring decisions.

Position(s) applied for: \_\_\_\_\_ Date of Application:     /     /     /

Name (last, First, middle): \_\_\_\_\_

Address (street, city, state, zip): \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_ Cell Phone/Other: (     ) \_\_\_\_\_ Email: \_\_\_\_\_

Referral Source (How did you hear about us?): \_\_\_\_\_

If you are under 18 and it is required, can you furnish a work permit?      YES      NO

If no, please explain: \_\_\_\_\_

Have you ever been employed here before?      YES      NO

If yes, please give dates and positions: \_\_\_\_\_

Will you or in the future require sponsorship for employment visa status (e.g., H-1B visa status)  
 YES  NO

Date available for work:     /     /     What is your desired salary range? \_\_\_\_\_

Type of employment desired:    Full-Time    Part-Time    Temporary    Temporary    Seasonal

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

YES    NO    Need more information about the job's "essential functions" to respond

Driver's License Information:   State: \_\_\_\_\_     Number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Restrictions or Suspensions (respond fully if driving is required by the job for which you are applying):

## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Computer Skills (Check appropriate boxes. Include software titles and years of experience):

Word Processing   Years:      Spreadsheet   Years:      Presentation   Years:

E-mail                Years:      Internet        Years:      Other            Years:

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## Criminal History

**BEFORE** answering the following question, please read the state specific instructions below if you reside in, or are applying for a position in, California, Connecticut, Georgia, Hawaii, Massachusetts, Michigan, Minnesota, Nebraska, Nevada, New York, Newark, N.J., Ohio, Pennsylvania or Washington.

Please note that you do NOT have to identify a record of any adult or juvenile arrest, detention or conviction that has been sealed, expunged, annulled, erased, pardoned or statutorily eradicated, set aside or otherwise dismissed by court order.

Please note that answering "YES" to this question will not automatically bar you from employment. Only those crimes which are substantially related to the position you are seeking will be considered.

Have you ever been convicted of a crime?     YES     NO

If you answered "**Yes**" , please provide the following additional information:

Nature of offense: \_\_\_\_\_

Misdemeanor     Felony

Year of Conviction: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_

If, subject to the State-Specific Instructions below, you have more than one conviction, please use additional paper to provide the information requested above.

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## Employment History

Applicant may include verifiable work performed on a volunteer basis.		
Starting with your most recent employer, provide the following information.		
<b>Employer:</b>	Telephone: ( )	Dates Employed (Month/Year): / to /
Address (street, city, state, zip):	Compensation (Starting): \$ per <input type="checkbox"/> Hourly <input type="checkbox"/> Salary	
Starting job title/final job title:	Commission/Bonus/Other Compensation: \$	
Immediate supervisor and title (for most recent position held):	Compensation (Final): \$ per <input type="checkbox"/> Hourly <input type="checkbox"/> Salary	
May we contact for reference? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER	Commission/Bonus/Other Compensation: \$	
Why did you leave?		
Summarize the type of work performed and job responsibilities:		
<b>Employer:</b>	Telephone: ( )	Dates Employed (Month/Year): / to /
Address (street, city, state, zip):	Compensation (Starting): \$ per <input type="checkbox"/> Hourly <input type="checkbox"/> Salary	
Starting job title/final job title:	Commission/Bonus/Other Compensation: \$	
Immediate supervisor and title (for most recent position held):	Compensation (Final): \$ per <input type="checkbox"/> Hourly <input type="checkbox"/> Salary	
May we contact for reference? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER	Commission/Bonus/Other Compensation: \$	
Why did you leave?		
Summarize the type of work performed and job responsibilities:		
<b>Employer:</b>	Telephone: ( )	Dates Employed (Month/Year): / to /
Address (street, city, state, zip):	Compensation (Starting): \$ per <input type="checkbox"/> Hourly <input type="checkbox"/> Salary	
Starting job title/final job title:	Commission/Bonus/Other Compensation: \$	
Immediate supervisor and title (for most recent position held):	Compensation (Final): \$ per <input type="checkbox"/> Hourly <input type="checkbox"/> Salary	
May we contact for reference? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER	Commission/Bonus/Other Compensation: \$	
Why did you leave?		
Summarize the type of work performed and job responsibilities:		

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## Educational Background

Starting with your most recent school attended, provide the following information:				
School (include City & State)	Years Completed	Completed	GPA/Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other:		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other:		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other:		

## References

List name and telephone number of three references that are <i>not</i> related to you. Business or work preferences preferred.				
Name	Title	Relationship to You	Telephone	Number of Years Known

## **Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not lawfully discriminate in employment and no question on this application is used for purpose of limiting or elimination any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.

### **DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

**Signature of Applicant:** \_\_\_\_\_ **Date:**   /   /