



ServiceMaster Professional Cleaning
ServiceMaster of Greater Harrisburg



NAME _____ TODAY'S DATE _____

ADDRESS _____ TELEPHONE # _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____ Lowest Acceptable Wage \$ _____

What position are you applying for? _____ When can you start? _____

Have you ever worked for SM before? ___ Yes ___ No Do you want ___ Full time ___ Part time

Are you working now? ___ Yes ___ No May we contact your current employer? ___ Yes ___ No

Are you on lay-off and subject to recall? ___ Yes ___ No If under 18, is a work permit available? _____

Do you have reliable transportation? ___ Yes ___ No

Do you have a valid Driver's License? ___ Yes ___ No

What hours are you available to work? 7am-5pm _____ 5pm-11pm _____

Are you willing and available to serve on call nights and weekends? ___ Yes ___ No

Do you have experience in any of the following: (Note years of relevant experience)

Commercial cleaning _____ Floor stripping/waxing _____ Carpentry _____

General Labor _____ Disaster Restoration _____

EDUCATION

School Name _____ Degree/Highest grade Completed _____

School Name _____ Degree/Highest grade Completed _____

REFERENCES

Give below the names of three persons not related to you, whom you have known at least a year.

	<u>Name</u>	<u>Telephone</u>	<u>Association to you</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

EMPLOYMENT HISTORY
(Begin with most recent)

Company _____ FROM _____ TO _____
Address _____
Job Title and Duties _____
Reason for Leaving _____ Rate of Pay \$ _____
Supervisor's Name _____ Supervisor's Telephone _____

Company _____ FROM _____ TO _____
Address _____
Job Title and Duties _____
Reason for Leaving _____ Rate of Pay \$ _____
Supervisor's Name _____ Supervisor's Telephone _____

Company _____ FROM _____ TO _____
Address _____
Job Title and Duties _____
Reason for Leaving _____ Rate of Pay \$ _____
Supervisor's Name _____ Supervisor's Telephone _____

List any special skills and qualifications: _____

Have you been convicted of a felony or a misdemeanor within the last 7 (seven) years? Yes or No
If yes, please explain date(s) of conviction and disposition (ex: sentence)

PRIOR CONVICTIONS WILL NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT.

CERTIFICATION OF APPLICATION

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment, as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules, policies and regulations of ServiceMaster Professional Cleaning and/or ServiceMaster Restore of Greater Harrisburg & West Shore. I understand that by entering my name below, this will serve as my electronic signature.

Signature of Applicant Date _____