

Application For At-Will Employment

THIS APPLICATION IS NOT AN EMPLOYEMENT CONTRACT, but merely is intended to evaluate suitability for employment. It is our policy to provide equal opportunity for employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status or any other status protected under state or federal law. It is also our policy to conduct pre-employment screenings before a job offer is made. If a job offer is made, employment will be contingent upon successful completion of a medical examination, which will include providing body substance samples.

Position Applied for:		Date of Review:	
How were you referred to us:			

Applicant Data:

Full name (Last, First, Middle):			
Address:			
City:		State:	Zip:
Phone:		Mobile/Pager/Other:	
Email:			
Date Available to Start:			
Social Security Number: <small>last 4 digits only</small>		Salary Requirement:	
If you are under 18 and we require a work permit, can you furnish one?			
If no, please explain:			
Have you ever worked for this company?		If yes, when?	
Are you a citizen of the United States?			
If not, are you legally allowed to work in the United States?		Yes:	No:
		<input type="checkbox"/>	<input type="checkbox"/>
<i>Proof of citizenship or immigration status will be required upon employment.</i>			
Type of employment desired:			
Full-Time:	Part-Time:	Temporary:	Seasonal:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever pled "guilty," "no contest," or been convicted of a crime?			No: <input type="checkbox"/>
If yes, give dates and details:			Yes: <input type="checkbox"/>
Answering "yes" to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered.			
Driver's license number if applicable to position:			
			State:

Education & Training:

High School Attended:			
Graduated:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	GED: Yes: <input type="checkbox"/>
	No: <input type="checkbox"/>		No: <input type="checkbox"/>
Name of College Attended:			
Couse of Study:			
Degree received:			
Other type of Study:			
Certifications:			

Summarize Your Special Skills or Qualifications:

Previous Employment (begin with most recent position):

Dates of Employment:	From:		To:	
Position(s) Held:				
Firm:				
Address:				
Phone:				
Supervisor:		Title:		
Responsibilities:				
Did you receive raises while employed?		How many?		
On what merit were raises given?				
Reason for leaving:				
May we contact this employer as a reference?				

Dates of Employment:	From:		To:	
Position(s) Held:				
Firm:				
Address:				
Phone:				
Supervisor:		Title:		
Responsibilities:				
Did you receive raises while employed?		How many?		
On what merit were raises given?				
Reason for leaving:				
May we contact this employer as a reference?				

Dates of Employment:	From:		To:	
Position(s) Held:				
Firm:				
Address:				
Phone:				
Supervisor:		Title:		
Responsibilities:				
Did you receive raises while employed?		How many?		
On what merit were raises given?				
Reason for leaving:				
May we contact this employer as a reference?				

Dates of Employment:	From:		To:	
Position(s) Held:		Job Title:		
Firm:				
Address:				
Phone:				
Supervisor:		Title:		
Responsibilities:				
Did you receive raises while employed?		How many?		
On what merit were raises given?				
Reason for leaving:				
May we contact this employer as a reference?				

REFERENCES: Give the names of three persons not related to you, who you have known at least one year.

Name	Address and Telephone Number	Years Acquainted

APPLICANT'S STATEMENT:

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, and other related matters as may be necessary for an employment decision.

I hereby release employers, schools, or individuals from all liability when responding to inquiries in connection with my application.

In the event I am unemployed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I UNDERSTAND AND ACKNOWLEDGE THAT, IF HIRED, MY EMPLOYMENT RELATIONSHIP WITH THE DOUBLE K KLEANING SERVICE, INC., WOULD BE OF AN "AT-WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE THE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE. IT IS FURTHER UNDERSTOOD THAT THIS "AT-WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR CONDUCT UNLESS AUTHORIZED BY THE PRESIDENT OF DOUBLE K KLEANING SERVICE, INC.

Signature of Applicant: _____ Date: _____