



# CORPORATE CLEAN SERVICES APPLICATION FOR EMPLOYMENT

Corporate Clean Services is an Equal Opportunity Employer. It is company policy to afford equal employment opportunity regardless of race, color, national origin, gender, age, height, weight, disability, or handicap.

## Personal Information

Date \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address: \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Home phone number (\_\_\_\_)\_\_\_\_-\_\_\_\_ Cell phone number (\_\_\_\_)\_\_\_\_-\_\_\_\_

Social Security number \_\_\_\_-\_\_\_\_-\_\_\_\_

Driver's License Number \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

## Employment Desired

Position applying for \_\_\_\_\_ Date Available \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

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

Desired hours/week \_\_\_\_\_ Are you able to work overtime as needed?  Yes  No

*If part time work is desired, please indicate times available below*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

## Additional Information

Have you ever been employed with this company before?  Yes  No  
If yes, when? \_\_\_\_\_

Do you have any friends or relatives employed by this company?  Yes  No  
If yes, please provide their names and relationship to you: \_\_\_\_\_

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Are you currently on “lay off” status and subject to recall?  Yes  No

Have you ever been discharged from a position or received disciplinary action?  Yes  No

If yes, explain: \_\_\_\_\_

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If you are under 18 years of age, can you provide proof of your eligibility to work?  Yes  No

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.?  Yes  No

Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?  Yes  No

Comments: \_\_\_\_\_

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If hired, are there any accommodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for?  Yes  No

If yes, explain: \_\_\_\_\_

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If hired, do you have a reliable means of transportation to and from work?  Yes  No

Have you ever been convicted of a felony or misdemeanor (a “Yes” answer will not automatically disqualify you)?  Yes  No

If yes, explain: \_\_\_\_\_

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Summarize your special skills or qualifications: \_\_\_\_\_

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If hired, what value would you add to our company? \_\_\_\_\_

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**Employment History**

*Begin with most recent position*

Dates of Employment: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Position: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
Starting Salary and Title: \_\_\_\_\_ Ending Salary and Title: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer for a reference?  Yes  No

Dates of Employment: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Position: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
Starting Salary and Title: \_\_\_\_\_ Ending Salary and Title: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer for a reference?  Yes  No

Dates of Employment: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Position: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
Starting Salary and Title: \_\_\_\_\_ Ending Salary and Title: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer for a reference?  Yes  No

Please explain any gaps in your employment history: \_\_\_\_\_  
\_\_\_\_\_

**Personal References**

Name and Occupation	Address	Phone Number	Years Known

**Agreement of Possible Employment**

*Please read each statement closely and initial each acknowledging your understanding*

**Equal Employment Opportunity Statement**

\_\_\_\_\_ This company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Company desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company. Michigan law requires that a person with a disability or handicap requiring accommodation notify the employer in writing within 182 days after the need is known.

**Discrimination and Sexual Harassment Policy Statement**

\_\_\_\_\_ This Company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual’s employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.

**Disclosure to Applicants Concerning Drug/Alcohol Testing**

\_\_\_\_\_ If you are offered a position with the Company, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

**Complete and Accurate Information**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

**At-Will Employment**

\_\_\_\_\_ I understand and agree that if I am employed, my employment will be “at-will”, which means that the Company may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the Company will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superceded and that no promise or representation contrary to the foregoing is binding on the Company unless made in writing and signed by the Company’s president.

**Testing Authorization**

\_\_\_\_\_ If offered a position with the Company, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by the Company as a condition of employment.

**Investigation Authorization**

\_\_\_\_\_ I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

**Company Obligation**

\_\_\_\_\_ I understand and agree that the Company’s acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that the Company is under no obligation to hire me as the result of accepting this completed application.

**Non-Competition Agreement**

\_\_\_\_\_ I agree to not solicit for, or perform similar work for any current, or previous account of this company during employment and for a period of six (6) months after employment has ended. I also agree not to share any type of information pertaining to any accounts of this company during employment and for a period of six (6) months after employment has ended.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENT AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE COMPANY.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date