

Executive Cleaning by Design LLC

executivecleaningbydesign@gmail.com

406.260.5761

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ How flexible is your schedule? _____

Position Applied for: _____

Are you at least 18 years of age? Yes No

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

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References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

What additional information would you like to add that may be pertinent to your getting hired with us?

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Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I know that Executive Cleaning by Design LLC. will be doing a background check on me. I give my consent and release them to do the background check, by signing and submitting this application. By doing so, I am also stating that I know there is nothing on my background report that should or will cause me to be disqualified for employment.

*I further acknowledge that if I am convicted of a crime during my employment I could be terminated. If during my employment with Executive Cleaning by Design LLC if I do not inform my supervisor of any criminal action taken against me I **will** be terminated.*

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my immediate release of employment or not being hired at all.

I also acknowledge that this position is a very part time job. I understand that the hours can be seasonal and there are no guarantees of hours, and that Executive Cleaning by Design LLC may terminate me immediately, if I am not performing well or getting bad customer reviews.

Signature: _____ Date: _____