

# JOB APPLICATION FORM

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

## PERSONAL INFORMATION:

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Are you eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

If you are under age 18, do you have an employment/age certificates? Yes \_\_\_ No \_\_\_

Have you been convicted of or pleaded no contest to a felony within the last five years? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Have you ever been accused of theft? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

## POSITION/AVAILABILITY:

Position Applied For \_\_\_\_\_ Days Available: Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thu \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun \_\_\_

Hours Available: From \_\_\_\_\_ to \_\_\_\_\_ What date are you available to start work? \_\_\_\_\_

List Special Skills and Qualifications: Licenses, Skills, Training, or Awards

\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION (College and High School):

Name of School	Address	Degree/Diploma	Graduation Date

## EMPLOYMENT HISTORY (List last three with current employer first):

Employer	Address	Phone	Dates	Reason for Leaving

May We Contact Your Present Employer? Yes \_\_\_\_\_ No \_\_\_\_\_

## PROFESSIONAL REFERENCES (No relatives):

Name	Title	Address	Phone	Relationship

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above. I further understand that employment with Maine Maid to Clean is considered "at will" employment and either party may terminate the employment at any time for any reason.

Signature \_\_\_\_\_ Date \_\_\_\_\_