

# *ServiceMASTER*

## Application for Employment

To avoid any delay in consideration of your qualifications, this record must be filled out completely. In case of employment, any false statement will be considered sufficient cause for dismissal. All new employees are hired on a trial basis.

I hereby authorize ServiceMaster or its designated representative to contact my former employer, school, university, college, or any other information source available to them to gather data on me and my business and educational life deemed necessary to act on my application for, or continuation of, employment. The information may be gathered by ServiceMaster or any duly authorized investigative reporting or similar type agency. The information may include, but is not limited to, military records, employment records, school transcripts, and law enforcement or court records.

I willingly and freely release and hold absolutely harmless and deny any recourse on my behalf to any person, company, military, agency, school, university, college or any other individual, agency or institution who released or provides information to ServiceMaster or its duly authorized representatives.

I further willingly agree without recourse against ServiceMaster, or any of its authorized representatives, to submit to any test not discriminatory and not illegal to further establish my background for personnel records.

I understand that nothing contained in the Application for Employment or in the granting of an interview is intended to create a contract between me and ServiceMaster for either employment or the provision of any benefits. I further understand that if any employment relationship subsequently is established, I will have the right to terminate my employment "at-will" at any time, and the Company will have the same right. I understand that "at-will" means that either party may terminate the employment relationship for any reason at any time.

If required by job classification and assignment, or in the event I use a personal vehicle during the course of business, I agree to furnish ServiceMaster with certification of automobile insurance, in accordance with existing requirements, within thirty (30) days of employment.

I certify that the information contained in this Application for Employment is correct to the best of my knowledge and understand that misrepresentation of the facts given in this application may be grounds for refusal to hire or grounds for termination of employment.

### **OUR POLICY, OUR INTENT...**

It is the policy and practice of ServiceMaster to recruit, hire, train and promote qualified applicants without regard to race, color, religion, sex, age, national origin, disability, handicap, veteran status or other areas covered by federal, state or local fair employment laws and regulations.

It is the intent of ServiceMaster to provide a work place which is free of alcohol and drugs and to take reasonable measures necessary to ensure that use of drugs or abuse of alcohol by employees does not risk the success of ServiceMaster or its operations and will not otherwise affect its employees or its customers.

ServiceMaster recognizes that a successful approach to the problems attendant to drug use or abuse of alcohol requires an interaction of education, assistance, deterrents, and discipline. A consistent approach is the central component to the ServiceMaster Controlled Substance and Illegal Drug Abuse Policy. Confidentiality and consistency with legal, safety and security considerations also are fundamental elements of this program.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

SSNumber: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

# APPLICATION FOR EMPLOYMENT

## An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Answer each question full and accurately. No action can be taken on the application until you have answered all questions. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for \_\_\_\_\_ today's Date \_\_\_\_\_

Are you seeking: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_ employment?

When could you start work? \_\_\_\_\_

Last Name	First Name	Middle Initial	Phone Number
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Present Street Address	City	State	Zip Code
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Are you 18 years of age or older? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If you are hired, you may be required to submit proof of age.)

Social Security # \_\_\_\_\_

If hired, can you furnish proof you are eligible to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever applied here before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

Were you ever employed here? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

Have you ever been convicted of any law violation? Include any plea of "guilty" or "no contest". Exclude minor traffic violations Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give details \_\_\_\_\_  
( A conviction will not necessarily disqualify an applicant for employment)

If employed, do you expect to be engaged in any additional business or employment outside of our job? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give details \_\_\_\_\_

**EDUCATION**

List Name and Address of Schools High School or GED:	Number of Years Completed	Diploma/ Degree/ Certificate
College or University:		
Subjects Studied:		
Vocational or Technical:		
Subjects Studied:		

**SPECIAL SKILLS**

What skills or additional training do you have that are related to the job for which you are applying?

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What machines or equipment can you operate that are related to the job for which you are applying?

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Do you have a valid driver's license?                      Yes \_\_\_\_\_ No \_\_\_\_\_

Driver's License Number    \_\_\_\_\_

Class of License    State Licensed In  
 \_\_\_\_\_

Have you had your driver's license suspended or revoked in the last 3 years?    Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give details: \_\_\_\_\_

List professional, trade, business or civic activities and offices held.  
 (Exclude labor organizations and memberships which reveal race, color, religion, national origin,  
 sex, age, disability, or other protected status.)

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### Work History

List names of employers in consecutive order with present or last employer first. Account for all periods of time including military service as well as any periods of unemployment. If self-employed, give firm name and supply business references.

Employer: Address: City, State Telephone:	Supervisor: Employed From (mo/yr) / To (mo/yr) / Pay Start \$                      Final \$
Title:	Reason for leaving
Duties:	

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Duties:	

**REFERENCES**

Have you worked or attended school under any other names? Yes \_\_\_\_ No \_\_\_\_  
If yes, give names: \_\_\_\_\_

Are you presently employed? Yes \_\_\_\_ No \_\_\_\_  
If yes, whom do you suggest we contact? \_\_\_\_\_

Have you ever been fired from a job or asked to resign? Yes \_\_\_\_ No \_\_\_\_  
If yes, please explain: \_\_\_\_\_

Give three references, not relatives or former employers

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**AFFIDAVIT, CONSENT AND RELEASE**  
**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.**

I have read, understand, and by my signature consent to these statements.

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

This application for employment will remain active for a limited time.  
Ask the organization's representative for detail