

Office Commercial Cleaning, Corp.
590 Herndon Parkway, Suite 365
Herndon, VA 20170
www.occclean.com

APPLICATION FOR EMPLOYMENT

An equal opportunity employer

Personal Information

Full Legal Name (as it appears on your SSC) _____
Date _____
Present Address _____ City, State, Zip _____
Permanent address (if different) _____ City, State, Zip _____
Phone (cell) _____ Home _____ Email _____

Desire employment

Position Applying for _____
Available dates _____ Salary Desired _____
Are you employed now? If so may we contact your current employer? Y___ N___
Are you available to work on weekends? Y___ N___
Are you available to work overtime? Y___ N___
Do you want ___ Regular full-time work Regular part -time work: Hours _____ to _____
_____ Temporary work: From (dates) _____ to _____
IF HIRED Can you present evidence of your legal right to work in the U.S.? Y___ N___
Would you have a reliable means of transportation to and from work? Y___ N___
Who referred you to this company?
___ Ad for job opening ___ Walk in Friend/Family (name) _____
___ Employment agency ___ Unemployment Office ___ Employee (name) _____

Performance of essential job functions

Are you able to perform essential functions of the job for which you are applying with or without reasonable accommodations?

(if no, describe the functions that can not be performed) _____

Education Level

High School _____ College/University _____ Vocational/Business _____ Other _____

Years complete _____ Graduate _____ Degree _____

Previous Jobs History (recent first)

Employer name: _____ Phone _____

Position duties and responsibilities _____

Supervisor name _____

Supervisor phone _____

May we contact your previous supervisor? Y _____ N _____

Reason for leaving _____

Starting wage _____ Ending wage _____

Employer name: _____ Phone _____

Position duties and responsibilities _____

Supervisor name _____

Supervisor phone _____

May we contact your previous supervisor? Y _____ N _____

Reason for leaving _____

Starting wage _____ Ending wage _____

Employer name: _____ Phone _____

Position duties and responsibilities _____

Supervisor name _____

Supervisor phone _____

May we contact your previous supervisor? Y___ N___

Reason for leaving _____

Starting wage _____ Ending wage _____

Professional References(friends, family members, internet, newspaper, walking)

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Any Military Service? Y___ N___

If yes, please explain _____

Any convictions Y___ N___

Have you ever been convicted of criminal offense (felony or serious misdemeanor)? Y___ N___

Note: Convictions for marijuana-related offenses that are more than 2 years old need not to be listed. Convictions will not necessarily disqualify an applicant for employment.

Additional information

Special licenses or certifications _____

Other experience, training, skills _____

Authorizations- Read and initial each paragraph, then sign below

_____ **Truthfulness of application.** I certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that the misrepresentation or omission of material facts may result in termination of my employment.

_____ **Authorization to investigate:** I authorize any of the persons or organizations referenced in this application to give the Company any and all information concerning my previous employment, education, or any other information they might have, with regard to any of the subjects covered by this application, and release all such parties from the liability for any damage that may result from furnishing such information. I authorize the company to request and receive such information.

_____ **AT- Will relationship:** I understand and agree that if I am offered employment with the company it will be on an "at-will" basis. This means that either I or the company may terminate the employment relationship at any time for any reason, with or without cause. I further understand that the "at-will" nature of my employment with the Company is an aspect of employment that can not be modified or changed, except by a written agreement signed by the chief executive officer of the Company, I understand that nothing contained in the application or conveyed during any interview which may be granted or during my employment, if hired, is intended to create and employment contract between me and the Company.

_____ **Search of public records:** Should a search of public records- including records of an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgement- be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the above paragraph.

Printed Name _____

Date _____

Signature _____