



# SCC CLEANING COMPANY INC.

## Application for Employment

(Please Print) SOC. SEC. NO. \_\_\_\_\_ Date \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(STREET)

(CITY) (STATE) (ZIP)

TELEPHONE (\_\_\_\_) \_\_\_\_\_ Are you 18 years of age or older?  Yes  No

If hired, can you provide documents required to prove that you are authorized to work in the U.S.?  Yes  No

### Education

Type	Name/Location	Course	No. Years Completed	Degree/Diploma
Elementary &				
Jr. High				
High School				
College				
Technical Training				
Other				

### Employment Record

Company Name/ Address	Kind of Work	Date Started/ Left	Pay	Reason for Leaving
1.				
2.				
3.				

Type of work desired \_\_\_\_\_ Desired pay \_\_\_\_\_

How were you referred to our organization? \_\_\_\_\_

— FOR OFFICE USE ONLY —

Job # _____	Start Date _____
Wage _____	

## Employment Record (Cont.)

Is there any information we would need about your name or use of another name for us to be able to check your work record?  Yes  No

Please specify \_\_\_\_\_

### U.S. Military Service

Branch of Service: \_\_\_\_\_

Rank & Type of Service: \_\_\_\_\_

Training/Experience Received: \_\_\_\_\_

### References (other than relatives)

Name	Occupation	Years Known	Address
1.			
2.			

Please list any additional information that relates to your ability to perform the job for which you have applied -- such as licenses, professional memberships, hobbies, etc. \_\_\_\_\_

I understand that the employer follows an employment-at-will policy, in that I or the employer may terminate my employment at any time, with or without prior notice, and with or without cause, as long as the reason is consistent with applicable state or federal law. I understand that this application is not a contract of employment. I understand that to be employed I must be lawfully authorized to work in the United States, and I must show the employer documents that will prove this.

I understand that the company will thoroughly investigate my work and personal history, including a check of any record of criminal convictions, and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, including my current employer, unless otherwise noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission may result in dismissal or refusal of employment.

Employment will be contingent on satisfactory clearance of the criminal convictions record check. A conviction does not automatically mean that you will not be offered a position. What you were convicted of, the circumstances surrounding your conviction and how long ago the conviction occurred are all important considerations in determining your eligibility.

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

**APPLICANTS PLEASE DO NOT WRITE BELOW THIS LINE**

Interviewed by: (1) \_\_\_\_\_ (2) \_\_\_\_\_ Date: \_\_\_\_\_

Relocation Information: \_\_\_\_\_

Agency Fee Arrangements: \_\_\_\_\_

Other Commitments: \_\_\_\_\_

Approved by: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_