

# Employment Application

Optimize Cleaning Services, LLC.

Position Applied for: \_\_\_\_\_

## Personal Information:

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Are you legally eligible to work in the United States? ☐ Yes ☐ No

If hired, can you provide proof of eligibility to work in the United States? ☐ Yes ☐ No

If hired, can you pass a drug test? ☐ Yes ☐ No

Have you ever been convicted of any crimes against the elderly? ☐ Yes ☐ No

Are you a registered sex offender? ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No

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

\_\_\_\_\_

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

Do you have reliable transportation? ☐ Yes ☐ No

## Employment History:

Please provide details of your previous employment, starting with the most recent:

1. Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Responsibilities: \_\_\_\_\_

2. Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Responsibilities: \_\_\_\_\_

3. Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Responsibilities: \_\_\_\_\_

4. Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Responsibilities: \_\_\_\_\_

5. Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Responsibilities: \_\_\_\_\_

**Education:**

Please provide details of your educational background:

High School:

School Name: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_

College/University:

School Name: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_

**Skills and Qualifications:**

Please list any relevant skills, certifications, or qualifications that make you suitable for the position:

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**References:**

Please provide the names and contact information of at least two professional references:

Reference 1:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Reference 2:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false statements or omissions may result in disqualification from employment or termination if already employed.

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

Thank you for your interest in joining Optimize Cleaning Services LLC. We appreciate your time and consideration.