



## AIM CLEANING LLC

[www.aimcleaningcompany.com](http://www.aimcleaningcompany.com) [aimcleaningllc@gmail.com](mailto:aimcleaningllc@gmail.com)

PO BOX 133 ALTO MI 49302 616.818.8066

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Dear Applicant:

Thank you for your interest in a position with our company. AIM Cleaning LLC is a commercial cleaning company looking for reliable and experienced cleaners in the West Michigan area who are willing to work approximately 30 hours per week. Pay is based on experience starting at \$20 per hour. You must have reliable transportation and a valid driver's license.

Please fill out the application and return to the above address or email to [aimcleaningllc@gmail.com](mailto:aimcleaningllc@gmail.com). If you have any questions, please contact us.

To submit application online please download Adobe Acrobat Reader DC and follow the fill and sign instructions.



**Acrobat Reader DC;** To install please click <https://get.adobe.com/reader/>



**Fill and Sign;** Easily send forms fast from your desktop, browser, or tablet device  
<https://helpx.adobe.com/reader/using/fill-and-sign.html>

Sincerely,

*Tammy White*

Tammy White  
Owner  
AIM Cleaning LLC



# AIM CLEANING LLC

(AN EQUAL OPPORTUNITY EMPLOYER)

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**PO BOX 133 ALTO MI 49302 616.818.8066**

## APPLICATION FOR EMPLOYMENT

(PLEASE PRINT PLAINLY)

### ★ PERSONAL INFORMATION ★

Date of application: \_\_\_\_\_ 20\_\_\_\_\_

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

Address \_\_\_\_\_  
Street City State Zip

Phone number: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Social Security No. \_\_\_\_\_ Are you known by any other name? ☐ Yes ☐ No

Position applied for \_\_\_\_\_ When can you start? \_\_\_\_\_

Are you legally eligible for employment in the USA? ☐ Yes ☐ No Are you eighteen years or older? ☐ Yes ☐ No

Are you presently employed? ☐ Yes ☐ No If yes, may we contact your present employer? ☐ Yes ☐ No

Have you ever been denied bond? ☐ Yes ☐ No If yes, please state reason? \_\_\_\_\_

Have you ever been convicted of or charged with: rape, sexual assault, sexual molestation, child molestation, or any other sexual, morals or related offenses? ☐ Yes ☐ No

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

Aside from the above, have you been convicted of a felony within the past 7 years? ☐ Yes ☐ No

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

Do you have a valid driver's license? ☐ Yes ☐ No State \_\_\_\_\_ Driver's license number: \_\_\_\_\_

Has your driver's license been suspended or revoked within the past 7 years? ☐ Yes ☐ No

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

Do you have a drinking problem or any addiction or dependence on drugs? ☐Yes ☐No

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

Have you ever sought treatment for an alcohol or drug related problem? ☐Yes ☐No

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

Do you regularly take any prescription drugs or other medications that may affect you during work? ☐Yes ☐No

If yes, what is the medication and reason for taking it? \_\_\_\_\_  
\_\_\_\_\_

In case of an emergency, do you have any ailments or medical information that doctors should be notified of? ☐Yes ☐No

If yes, please state reason: \_\_\_\_\_  
\_\_\_\_\_

In case of an emergency contact: (Name) \_\_\_\_\_

(Phone) \_\_\_\_\_ (Relationship) \_\_\_\_\_

## ★ EDUCATION ★

### ***HIGH SCHOOL***

School name and address \_\_\_\_\_

Highest grade completed \_\_\_\_\_ Year graduated \_\_\_\_\_

### ***COLLEGE / UNIVERSITY***

School name and address \_\_\_\_\_

Highest year completed \_\_\_\_\_ Year graduated \_\_\_\_\_

Diploma / Degree describe course of study \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ***TRADE / BUSINESS***

School name and address \_\_\_\_\_

Highest year completed \_\_\_\_\_ Year graduated \_\_\_\_\_

Diploma / Degree describe course of study \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

★ **EMPLOYMENT EXPERIENCE** ★

*LIST LAST FOUR EMPLOYERS, NAMING MOST RECENT JOB FIRST*

Employed from \_\_\_\_\_ to \_\_\_\_\_

Employer name \_\_\_\_\_

Employer address \_\_\_\_\_

Employer phone number \_\_\_\_\_

Salary \_\_\_\_\_ position \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_

Employer name \_\_\_\_\_

Employer address \_\_\_\_\_

Employer phone number \_\_\_\_\_

Salary \_\_\_\_\_ position \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_

Employer name \_\_\_\_\_

Employer address \_\_\_\_\_

Employer phone number \_\_\_\_\_

Salary \_\_\_\_\_ position \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_

Employer name \_\_\_\_\_

Employer address \_\_\_\_\_

Employer phone number \_\_\_\_\_

Salary \_\_\_\_\_ position \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## ★ REFERENCES ★

Please list three professional references.

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

Company: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

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

Company: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

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

Company: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

## ★ GENERAL INFORMATION ★

What days are you available? (Specify beginning and ending time each day including weekends)

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

How far are you willing to drive? \_\_\_\_\_

Auto make \_\_\_\_\_ Year \_\_\_\_\_ License plate number \_\_\_\_\_ State \_\_\_\_\_

Do you own or have access to a computer? ☐ Yes ☐ No Do you own or have access to a smart phone ☐ Yes ☐ No

Do you have internet access? ☐ Yes ☐ No If yes please provide e mail address? \_\_\_\_\_

Do you have experience working with Microsoft Office / Quick Books / T-Sheets ☐ Yes ☐ No

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

\_\_\_\_\_

\_\_\_\_\_

List any achievements you have in academics, or any charities that you have participated in.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Foreign languages?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[illegible]

All information given by me herein is true. False or misleading information (misrepresentation or omission of information called for) is a basis for non hire or dismissal.

Employment is of an at-will relationship. I understand that if employed, my employment will be of no specific duration and is terminable at any time by me or AIM Cleaning LLC for any reason.

I understand that AIM Cleaning LLC has policies regarding drug testing and honesty. I agree to participate in any such test, screen, inspection, or investigation (including property search) regarding problems about intoxicants and / or honesty.

Signature of Applicant

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

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

### Comments

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Date Hired \_\_\_\_\_ Position \_\_\_\_\_

Starting Wage \_\_\_\_\_