



Held's Janitorial Services, Inc.

2985 Seneca Street, West Seneca, New York, 14224

Phone: (716) 854-1408 Fax: (716) 854-0842

Application For Employment

An Equal Opportunity Employer: It is the continuing policy of Held's Janitorial Services, Inc. to extend employment opportunities to all qualified persons in all occupations and for all levels of occupation without regard to race, religion, color, national origin, sex, age, marital status, ancestry, veteran status, disability, or other legally protected status.

NAME _____
Last First Middle Initial

ADDRESS _____
Number Street

City State Zip

TELEPHONE _____ ALTERNATE _____

SOCIAL SECURITY NO. _____

TYPE OF WORK FOR WHICH YOU WISH TO BE CONSIDERED _____

WHAT SOURCE LED YOU TO COMPLETE AN APPLICATION WITH US?

Note: If referred by a current employee, please list person's name.

Employment History

PLEASE LIST YOUR COMPLETE EMPLOYMENT HISTORY. LIST MOST RECENT FIRST. USE ADDITIONAL PAGE IF NECESSARY.

<u>Employer</u>	<u>Dates Employed</u> From: To:	<u>Work Performed</u>
<u>Address</u>		
<u>Name of Supervisor</u>	<u>Reason for Leaving</u>	
Are you presently employed with this company? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, may we contact your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		

<u>Employer</u>	<u>Dates Employed</u> From: To:	<u>Work Performed</u>
<u>Address</u>		
<u>Name of Supervisor</u>	<u>Reason for Leaving</u>	

<u>Employer</u>	<u>Dates Employed</u> From: To:	<u>Work Performed</u>
<u>Address</u>		
<u>Name of Supervisor</u>	<u>Reason for Leaving</u>	

Education

Schools	Name/Location	Circle Last Completed	Major Courses	Diploma/Degree
High School		7 8 9 10 11 12		
College		1 2 3 4 more		
Business or Trade		<u>Time Attended</u>		

IF YOU SERVED IN THE UNITED STATES ARMED FORCES, BRIEFLY DESCRIBE THE SKILLS YOU ACQUIRED: _____

IF YOU ARE AN EXPERIENCED OPERATOR OF ANY MACHINES OR EQUIPMENT, PLEASE LIST: _____

DO YOU HAVE ANY OTHER SKILLS YOU WISH TO MENTION? _____

Personal Information

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? Yes No

Note: You will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents.

ARE YOU AT LEAST 18 YEARS OF AGE? Yes No

HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes No

Note: A conviction does not automatically bar you from employment.

IF YES, GIVE DETAILS _____

IF HIRED, WHAT DATE CAN YOU START? _____

EXPECTED PAY RATE _____ PART OR FULL-TIME _____

LOCATION OR AREA YOU WOULD PREFER? _____

DO YOU HAVE RELIABLE TRANSPORTATION? Yes No

HAVE YOU EVER WORKED FOR HELD'S JANITORIAL SERVICES, INC.? Yes No

IF SO, WHEN AND WHERE _____

References

<u>Name</u>	<u>Telephone Number</u>
<u>Address</u>	
<u>Occupation</u>	

<u>Name</u>	<u>Telephone Number</u>
<u>Address</u>	
<u>Occupation</u>	

I certify that the answers given by me to the foregoing questions and statements are true and complete to the best of my knowledge without consequential omissions of any kind. I agree that Held's Janitorial Services, Inc. shall not be held liable in any respect if my employment is rejected or subsequently terminated because of false statements, answers, or omissions made by me in this application. I understand that any misleading or incorrect statements may render this application void, and if employed, may lead to employment termination. I understand that a medical examination based on the requirements of the position for which I am being considered may be required, and drug testing may be included as part of the regular pre-employment physical. I also voluntarily and knowingly authorize the companies, schools, or persons named above to give any information requested regarding my former employment, character, and qualifications. I hereby voluntarily and knowingly fully release and discharge, absolve, indemnify, and hold harmless said companies, schools, or persons from any and all liability for any damages for issuing this information, except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment, which the party disclosing such facts knows to be untrue. In consideration of my employment, I agree to conform to the rules and regulations of Held's Janitorial Services, Inc. My employment and compensation can be terminated with or without cause and with or without notice, at any time the option of either my employer or myself.

SIGNATURE _____ DATE _____