

Employment Application

Personal Information

Full Name: _____ Date: _____
Last, First M.I.

Address: _____
Street Address Apartment/Unit # City State ZIP Code

Phone: () _____ E-mail Address: _____

Cell: () _____

Date Available: _____ Social Security No.: _____

Desired Salary: \$ _____ Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S. ? YES NO

Have you ever worked for this company? YES NO If yes, when?

Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

High School: _____ Address: _____

From: _____ To: _____

Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____

Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____

Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment

Company: Phone: () _____ Address: _____

Supervisor: _____ Job Title: _____

Date of Employment: From: _____ To: _____

Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: Phone: () _____ Address: _____

Supervisor: _____ Job Title: _____

Date of Employment: From: _____ To: _____

Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: Phone: () _____ Address: _____

Supervisor: _____ Job Title: _____

Date of Employment: From: _____ To: _____

Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Note: If you need additional space, Please add an additional sheet with your information and the area you are addressing.

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Please email or mail your resume and/or application to:

Email: info@rileyscleaningservice.com

OR

Mail:

T.Riley's Cleaning Service

P.O. Box 473

Hanover, MD 21076

If you have any questions, feel free to contact us via email: info@rileyscleaningservice.com