



## Employment Application

- Please print in ink
- Answer all questions completely. Write "N/A" if not applicable
- We will keep this application for 90 days

**An Equal Opportunity Employer**

**Date:** \_\_\_\_\_

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### PERSONAL DATA

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

Home Address: Street: \_\_\_\_\_ Social Security \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

City: \_\_\_\_\_ Home ☎ \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Work ☎ \_\_\_\_\_

Date of Birth \_\_\_\_\_ Cell ☎ \_\_\_\_\_

Are you under the age of 18, \_\_\_\_\_ If yes do you have a work permit? Yes or No

Have you been convicted of a crime other than a minor traffic violation? Yes or No  
If yes, where and when? City/State \_\_\_\_\_ Date \_\_\_\_\_

(Convictions will not result in automatic disqualification.)

Have you ever initiated an act of violence in the workplace? Yes or No  
(If yes, it will not necessarily result in automatic disqualification.)

Please explain: \_\_\_\_\_

### POSITION INFORMATION

Position Desired: \_\_\_\_\_

Full Time  Part Time  Requested Wage: \_\_\_\_\_ per hour

How did you learn of this position? \_\_\_\_\_

Days available: \_\_\_\_\_ Hours available: \_\_\_\_\_

Are there any days, hours or shifts you can not work? \_\_\_\_\_

Have you previously worked with or owned any other carpet or restoration company? Yes or No  
If so, which company was it? \_\_\_\_\_

## EDUCATION

	Name, city and state of school(s)	Did you graduate?	If, not, list years or hours completed	Major or field of study	Type of degree
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED			
2-Year College		<input type="checkbox"/> Yes <input type="checkbox"/> No			
4-Year College		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Graduate School		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Trade/Other		<input type="checkbox"/> Yes <input type="checkbox"/> No			

## REFERENCES

Name	Occupation	Organization
	Day Phone	Address
Name	Occupation	Organization
	Day Phone	Address
Name	Occupation	Organization
	Day Phone	Address

## EMPLOYMENT HISTORY

List your last four employers, starting with the most recent. Please include specific dates of employment when possible. If you do not know the exact dates of employment, include a minimum of month and year. If you are not employed, list your last job first. Fill in all information requested, even if you are attaching a resume.

Military personnel should list permanent changes of stations (PCS) separately in the blocks below.

**MAY WE CONTACT YOUR PRESENT EMPLOYER?** YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Have you ever been terminated or asked to resign from a position? Yes \_\_\_\_\_ No \_\_\_\_\_

1. Company name and address		Type of Business	From (MM/DD/YY)	To (MM/DD/YY)
Phone Number ( )	Job Title	Supervisor's Name	Beginning Wages	Ending Wages
Duties and Responsibilities:				
Reason(s) for leaving or wishing to leave:				

<b>2. Company name and address</b>		<b>Type of Business</b>	<b>From (MM/DD/YY)</b>	<b>To (MM/DD/YY)</b>
<b>Phone Number</b> (    )	<b>Job Title</b>	<b>Supervisor's Name</b>	<b>Beginning Wages</b>	<b>Ending Wages</b>
<b>Duties and Responsibilities:</b>				
<b>Reason(s) for leaving or wishing to leave:</b>				

<b>3. Company name and address</b>		<b>Type of Business</b>	<b>From (MM/DD/YY)</b>	<b>To (MM/DD/YY)</b>
<b>Phone Number</b> (    )	<b>Job Title</b>	<b>Supervisor's Name</b>	<b>Beginning Wages</b>	<b>Ending Wages</b>
<b>Duties and Responsibilities:</b>				
<b>Reason(s) for leaving or wishing to leave:</b>				

## EMPLOYMENT HISTORY, CONTINUED

Please account for all periods of unemployment of 30 days or more. **DO NOT** provide information on periods of unemployment due to work related injuries (Workers' Compensation) or other medical reasons.

<b>Beginning Date</b> (MM/DD/YY)	<b>Ending Date</b> (MM/DD/YY)	<b>Reason for Leaving</b>

## SKILLS/FOREIGN LANGUAGES

List any professional or trade groups and any other organizations which you consider relevant to your ability to perform the position for which you're applying.

(You are not required to list any organization that may reveal your race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, and sexual orientation).

Please check any of the following skills you have acquired through experience and/or training. In the blank by each, describe how much experience you have in each. (months and/or years)

Customer Service  
\_\_\_\_\_

Computer Skills  
\_\_\_\_\_

Management/Supervising  
\_\_\_\_\_

Foreign Language  
\_\_\_\_\_

Cleaning Services  
\_\_\_\_\_

Carpet and Upholstery Cleaning  
\_\_\_\_\_

Other  
\_\_\_\_\_

Other  
\_\_\_\_\_

Other  
\_\_\_\_\_

List all foreign languages, other than English, that you speak, read, or write.

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## **MILITARY SERVICE**

Have you served in the armed forces? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, how long? \_\_\_\_\_ Years

Explain any military service experience that may be relevant to the position for which you are applying (cleaning, management, etc.).

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## **SUMMARY**

**ECO Interior Maintenance makes every reasonable effort to accommodate individual preferences when possible, however, business needs and customers demands at times make the following conditions mandatory: overtime, shift work, a rotating schedule or work schedule other than Monday through Saturday. I understand these conditions, and, if employed, I agree to accept them as conditions of my continuing employment.**

**I hereby agree and understand that, as a condition of employment or continued employment, I may be required by the company to submit a physical examination, drug testing or other tests, a search or examination of myself or personal property while on the companies premises or while conducting business elsewhere, if such is not prohibited by applicable law.**

**If employed, I agree to abide by the directives, rules and regulations of ECO Interior Maintenance both present and future. I understand that the employment is for no definite period of time and may be terminated at will by me or by ECO Interior Maintenance with or without cause or notice at any time. I further understand that no representative of the company has the authority to enter into any employment agreement contrary to the forgoing.**

**I certify that my application for employment is true and complete, and I understand that, if employed, false or omitted statements on this application or any other company documents will subject me to immediate dismissal. I understand that an investigative consumer report involving information concerning my character, employment history, general reputation, police record and personal habits may be obtained. Upon timely written request to the ECO Interior Maintenance's human resource department, the name and address of the reporting agency will be disclosed to me. It is understood that the completions of this application does not mean a job opening exists and in no way obligates ECO Interior Maintenance to employ me.**

**I further authorize all contacted persons and former employers to provide information concerning this application, my background and suitability for employment, and release such persons and former employees from liability for providing such information.**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Fax # 301-322-5131**