



CRYSTAL CLEAR

Natural House Cleaning

Application for Employment

Date _____

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis.

PERSONAL BACKGROUND

Last Name	First Name	Middle Name		
Present Address	City	State	ZIP	
Permanent Address	City	State	ZIP	
Telephone Number	Person to contact in case of emergency		Emergency phone #	
SOCIAL SECURITY NUMBER _____				
DRIVER'S LICENSE # _____ STATE _____				
			Office Use Only	
Driving is a requirement of the job. Is your license valid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1.	
Do you have full time access to a vehicle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	2.	
Is your vehicle in good and safe mechanical condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	3.	
Is the vehicle covered by comprehensive liability insurance? What company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	4.	
Make of vehicle	Model	YR	5.	
Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.??*	<input type="checkbox"/> Yes	<input type="checkbox"/> No	6.	
*Verification and completion of the I-9 form must be submitted no later than 3 business days after hire.				

Application for Employment - Continued							Office Use Only			
Are you able to lift 50 pounds or more?						<input type="checkbox"/> Yes	<input type="checkbox"/> No	7.		
Would you have difficulty standing, bending, or kneeling in connection with performing necessary cleaning duties?						<input type="checkbox"/> Yes	<input type="checkbox"/> No	8.		
What hours are you available to work on the following week days?								9.		
MON	TUE	WED	THU	FRI	SATURDAY? <i>If work available</i> ___TO___		SUNDAY? <i>If work available</i> ___TO___			
If you are hired, when can you start work?									10.	
Are you presently employed?						<input type="checkbox"/> Yes	<input type="checkbox"/> No	11.		
If yes, may we contact your present employer?						<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Which of the following categories of jobs have you had?									12.	
<input type="checkbox"/>	Housecleaning	<input type="checkbox"/>	Hotel/Motel	<input type="checkbox"/>	Restaurant					
<input type="checkbox"/>	Fast Food	<input type="checkbox"/>	Janitorial	<input type="checkbox"/>	Sales					
<input type="checkbox"/>	Homemaker	<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>	Service					
<input type="checkbox"/>	Other (explain):									
WORK EXPERIENCE										
<i>List below your last three employers, starting with your present or last place of employment. You may include in such history any verified work performed on a volunteer basis.</i>										
Date Mo./Yr.	Name and Address of Employer			Salary	Position	Reason for Leaving				
Fr:								13.		
To:										
Supervisor's Name:				Telephone:						
Fr:								14.		
To:										
Supervisor's Name:				Telephone:						
Fr:								15.		
To:										
Supervisor's Name:				Telephone:						
STATE YOUR EDUCATIONAL BACKGROUND		NAME AND LOCATION OF SCHOOL			CIRCLE HIGHEST GRADE COMPLETED		MAJOR AREA OF STUDY			
High School					9 10 11 12/GED				16.	
College					1 2 3 4				17.	
Trade, Business or Graduate School									18.	

Application for Employment - Continued						Office Use Only		
Have you ever been convicted of a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No						19.		
If yes, explain:								
Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No						20.		
Has your driver's license ever been suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No						21.		
If yes, explain:								
<i>Note: Due to the security-sensitive nature of the job, all employees are required to be bonded. As a matter of policy, the company conducts a police background and driving record check on any applicant in consideration for hiring.</i>								
PERSONAL REFERENCES								
<i>List the names of three persons not related to you, whom you have known for at least three years.</i>								
1.	Name:			Occupation:		Phone:		
	Address:					Years Known:		
2.	Name:			Occupation:		Phone:		
	Address:					Years Known:		
3.	Name:			Occupation:		Phone:		
	Address:					Years Known:		
To what extent would the following job characteristics be attractive to you?				VERY GREAT	GREAT	SOMEWHAT	LITTLE	VERY LITTLE
• More flexible daytime hours than other jobs.								22.
• Working in a team environment								23.
• The opportunity to become a team manager.								24.
• Physical activity and exercise.								25.
• The opportunity to work full-time part-time								26.
• Helping clients by keeping their homes clean.								27.
• A good relationship with fellow employees.								28.
• Recognition from management for good work.								29.
• The opportunity to earn bonuses and awards.								30.
How did you hear about us?								
<input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Flyer in the mail <input type="checkbox"/> Referred by: _____ <input type="checkbox"/> Other: _____								

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS WHICH ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

APPLICANT'S STATEMENT

In signing this application, I certify that all of the foregoing information is a complete and accurate statement of the facts and understand that if any misrepresentation, omission or falsification be discovered, it will constitute grounds for dismissal. I hereby authorize the company, to which I am applying, to conduct any investigation necessary concerning any part of my background related to the position I am seeking, including, but not limited to, the obtaining of a police report and driving record. I authorize any of the persons or organizations named in this application to provide complete information and records regarding my employment, education, character and qualifications. I release all parties from any liability in connection with the provision and use of such information.

[] YES [] NO

I understand and agree that, if employed by this company, I will be responsible for familiarizing myself with all rules and regulations of the company as they presently exist or are later modified and that I will abide by its rules and regulations which I understand are subject to change.

[] YES [] NO

I also understand that no representative of the company has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment. I further understand that, if hired, my employment is for no definite period of time and may be terminated by either party at any time.

[] YES [] NO

I have read, understand and agree with the above.

Applicant's Signature

Date

This application is current for only 60 days from the date above signed. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.



CRYSTAL CLEAR

Natural House Cleaning

Cleaning Team Member Job Description

Basic Function:

Responsible for the cleanliness of client's homes.

Responsibilities:

1. To be depended on to arrive at work at the prescribed time each day, knowing full well that tardiness and absences from work will place hardship on fellow team members and disrupt client cleaning schedules.
2. Perform various cleaning activities, to include cleaning bathrooms, bathroom fixtures, showers and tubs, and including washing floors, cleaning kitchens, vacuuming carpets, dusting, polishing and other cleaning-related activities in accordance with instructions given by the Team Leader.
3. Report any broken items, accidents or injuries promptly to the Team Leader.
4. Move couches, chairs and other furniture as needed.
5. Secure homes, including locking doors and windows, and activating alarms, without letting pets out.
6. Report any security or safety violations to the Team Leader immediately.
7. Report any emergency maintenance problems to include toilets and other water fixtures to the Team Leader immediately.
8. Wear appropriate uniform and personal protective equipment in accordance with the job you are performing.
9. Learn specific cleaning techniques of the company based on time and motion. Work smarter, not harder.
10. Attend and participate in meetings as requested by the Team Leader, Office Manager, or Owner.
11. Understand and adhere to safety procedures as established in the WorkEnders Safety Program Handbook.
12. Drive to specified locations when requested, and clean and maintain vehicle.
13. Leave premises in a safe manner, as to the condition it was found.
14. Communicate effectively with team members and clients.
15. Perform other related duties as assigned.

Skills:

Organization
Ability to aid team members in lifting 50 or more pounds
Ability to stand for extended periods of time
Ability to reach, bend, stoop and kneel
Oral communication skills
Written communication skills
Reasoning skills

Experience:

Prior cleaning experience helpful.

Certification/Licenses:

Must meet valid insurance underwriting requirements.

Position Reports to:

Team Leader

Authorization for Release of Information

The information requested below is for the purpose of conducting a background investigation which may include criminal records check, driving record, and other reports. The information regarding age, sex, race, past residence or any other legally protected status will not be used as part of any hiring, promotion, or termination decision.

PLEASE PRINT

____ Last Name ____ First Name ____ Middle Name

Other names previously used and when (maiden names, nicknames, etc.)

____/____/____ ____ Social Security Number ____ Driver's License Number

Have you ever been convicted of a crime? Yes No

If yes, give details: _____

ADDRESS

Current:	Street	City	County	
	State	ZIP	From	To
Previous:	Street	City	County	
	State	ZIP	From	To

I _____ hereby authorize the recipient of this release to search any of the following files which the recipient possesses, and to release the contents of those files to the prospective employer listed below and/or to its authorized Employment Information Services Agent.

- Federal, state, or county criminal history records
- Social Security Number verification
- State Driving Records
- 5 Year Employment Verification

I authorize the reporting of the contents of any of the above records to the prospective employer listed below or its authorized Employment Information Services Agent. I release the recipient of this release, the prospective employer named below, and its Employment Information Services Agent from any and all liability for obtaining and releasing such information.

Applicant's Signature: _____

Date: _____

Prospective Employer: _____