

APPLICATION FOR EMPLOYMENT



Executive
CLEANING CO., INC.

**1919 MONTANA AVENUE
BILLINGS, MONTANA 59101
(406)-248-3435**

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact a representative of the Personnel Department.

PLEASE PRINT

Position Applied For: _____ Date: _____
Referral Source: Advertisement Employee Relative Walk-In Employment Agency Other

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Telephone Number () _____ Best time to Call: _____ am or pm Social Security Number - -

If you are under 18, can you furnish a work permit? YES NO Have you filled out an application here before? YES NO If so, when? _____

Have you ever been employed by our company? YES NO If so, when _____ Type of employment desired Full Time Part Time

Are you eligible for employment in this country? YES NO Date you are available to begin work _____

Have you been convicted of a felony in the last seven (7) years? YES NO (Such conviction may be relevant if job related, but does not bar you from employment.)

If Yes, please explain _____

EMPLOYMENT HISTORY

List your last 4 employers - Please explain any gaps in your employment history.

Employer:	Dates Employed:	Summarize job you performed:
City: State:	From:	
Phone Number: ()	To:	
Your Job Title: Supervisor's Name:	May we contact for reference?	Reason for Leaving:
Hourly Rate/ Salary:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Starting: Final:		

Employer:	Dates Employed:	Summarize job you performed:
City: State:	From:	
Phone Number: ()	To:	
Your Job Title: Supervisor's Name:	May we contact for reference?	Reason for Leaving:
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Phone Number: ()	To:	
Your Job Title: Supervisor's Name:	May we contact for reference?	Reason for Leaving:
Hourly Rate/ Salary:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Starting: Final:		

Comments (including explanation of any gaps in your employment history)

EDUCATIONAL BACKGROUND

List the last two schools you attended, starting with the most recent.

School:	City:	State:	Years Completed:

PERSONAL REFERENCES

List the name and telephone number of two personal references not related to you.

Name:	Telephone Number:	Years Known:
	()	
	()	

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by any local, state or federal law.

I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause, and without any prior notice. I understand that not representative of this employer has any authority to make me any assurances to the contrary.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

Signature of Applicant: _____ Date: _____

EXECUTIVE CLEANING CO., INC.

Job Description for Floor Attendant (Janitor)

SUMMARY DESCRIPTION

Under the supervision of the front line supervisor and Operations Manager, perform a wide variety of cleaning duties while requiring a thorough knowledge of organizational procedures and precedents. This position requires the ability to work independently, exercising judgment and initiative.

DUTIES AND RESPONSIBILITIES

- ◆ **Collect and remove trash**, taking it to the designated area. In addition, it is our responsibility to pick up pop cans, Styrofoam cups, empty and wipe out ashtrays. Trash not in a trash receptacle must be labeled trash before it is removed. Trash bags must be tied and boxes must be bagged if you are setting your trash outside.
- ◆ **Dust** all level areas. Items on desks, counters, etc., must be lifted to ensure a thorough job is done. Computer screens are to be dusted with a wool duster but never wiped with a wet rag. All hand prints, cup rings, etc., are to be wiped up.
- ◆ **Windows** are to be spot cleaned.
- ◆ **Hard floors** are to be swept and mopped nightly.
- ◆ **Carpets** are to be vacuumed nightly. Chairs and trash cans must be moved when vacuuming to thoroughly clean under desks.
- ◆ **Carpet spots** are cleaned up as they occur.
- ◆ **Restrooms** require the following:
 - ◇ Mirrors spot cleaned using glass cleaner and paper towels.
 - ◇ Stall doors wiped. Walls wiped as needed.
 - ◇ Toilets cleaned thoroughly.
 - ◇ Trash receptacles emptied. Liners replaced as needed.
 - ◇ Paper product and hand soap restocked.
 - ◇ Stainless steel polished.
 - ◇ Floors swept and mopped.
- ◆ **Cleaning carts and janitor closets** are to be kept clean and your equipment must be kept clean and in good repair.
- ◆ **Time limits** are specified for all work areas, along with quality expectations of the supervisory staff.
- ◆ **You will stay later than your assigned work period** if required.
- ◆ **Lifting requirements** - Must be able to lift up to 40 pounds to waist level and be able to work with 12 pounds strapped on back (back pack vacuum).

SUBSTANCE ABUSE POLICY

This company promotes a **drug-free workplace** through its **Substance Abuse Policy**. This policy must be accepted by all applicants as a precondition of employment. Drug and alcohol testing will be given in the following two instances:

1. Mandatory drug and alcohol screening for any employee immediately following report of an occupational caused illness or injury to determine whether alcohol and/or drug use were contributing factors to the incident. All tests showing positive for drug or alcohol use will be reported to the company's workers compensation insurance carrier for consideration, and the employee will be subject to immediate disciplinary action. Employees who refuse mandatory drug testing will likewise become subject to immediate disciplinary action and be reported to the company's workers compensation insurance carrier.
2. A voluntary drug and alcohol screening will be administered to any employee who wishes to be assigned to a job site where our customer requires such a test as a condition of worker placement in their area. All tests showing positive for drug or alcohol use will be reported to the customer and the employee will be deemed ineligible for assignment to that area. The employee will be issued a written warning for violation of company policy and advised to seek immediate help for drug and alcohol abuse. As with all disciplinary measures, three warnings for the same offense could warrant dismissal.

Your signature signifies that you understand the duties and responsibilities of this job and agree to comply with all company policies. Please return this form with your application.

Signature

Date