



**Employment Application**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_

CELL: \_\_\_\_\_ OTHER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Social Security # \_\_\_\_\_

Are you a US citizen: \_\_\_\_\_ Are you at least 18 years old: \_\_\_\_\_

Referred by: \_\_\_\_\_ May we contact your current /past employer(s): \_\_\_\_\_

**AVAILABILITY**

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

Are you currently employed: \_\_\_\_\_ Date you can start: \_\_\_\_\_ (D/M/Y)

Minimum required pay rate \$ \_\_\_\_\_ per \_\_\_\_\_

Hours Available

<b>ARE YOU WILLING TO WORK:</b>	YES	NO
40 HOURS PER WEEK		
15-30 HOURS PER WEEK		
ON CALL		
TEMPORARY		
<b>DAYS AVAILABLE:</b>		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		

## **EDUCATION**

	Name & Location of School	Years attended	Did you graduate?	Subjects studied
High School				
College				
Trade School, etc.				

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## **WORK EXPERIENCE**

### **JOB 1**

<u>NAME ADDRESS</u>	<u>DATES EMPLOYED</u>	<u>AVGERAGE NUMBER OF HOURS PER WEEK WORKED</u>	<u>NUMBER OF EMPLOYEES UNDER YOUR SUPERVISION</u>
<u>NAME OF SUPERVISOR</u>	<u>TELEPHONE NUMBER</u>	<u>YOUR JOB TITLE</u>	<u>REASON FOR LEAVING</u>
<u>DESCRIPTION OF WORK</u>	<u>AWARDS</u>		

### **JOB 2**

<u>NAME ADDRESS</u>	<u>DATES EMPLOYED</u>	<u>AVGERAGE NUMBER OF HOURS PER WEEK WORKED</u>	<u>NUMBER OF EMPLOYEES UNDER YOUR SUPERVISION</u>
<u>NAME OF SUPERVISOR</u>	<u>TELEPHONE NUMBER</u>	<u>YOUR JOB TITLE</u>	<u>REASON FOR LEAVING</u>
<u>DESCRIPTION OF WORK</u>	<u>AWARDS</u>		

**Dry Cleaning Experience**

<u>NAME ADDRESS</u>	<u>DATES EMPLOYED</u>	<u>AVGERAGE NUMBER OF HOURS PER WEEK WORKED</u>	<u>NUMBER OF EMPLOYEES UNDER YOUR SUPERVISION</u>
<u>NAME OF SUPERVISOR</u>	<u>TELEPHONE NUMBER</u>	<u>YOUR JOB TITLE</u>	<u>REASON FOR LEAVING</u>
<u>DESCRIPTION OF WORK</u>	<u>AWARDS</u>		

**BACKGROUND INFORMATION**

YOU MUST ANSWER EACH QUESTION IN THIS SECTION BEFORE WE CAN PROCESS YOUR APPLICATION.

IF YOU ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS PLEASE INCLUDE AN EXPLANATION BELOW.

INCLUDE CONVICTIONS RESULTING FROM A PLEA OF *NOLO CONTENDRE (NO CONTEST)*

FOR THE FOLLOWING QUESTIONS OMIT:

- 1) TRAFFIC FINES OF \$100.00 OR LESS
- 2) ANY VIOLATION OF LAW COMITTED BEFORE YOUR 16<sup>TH</sup> BIRTHDAY
- 3) ANY VIOLATION OF LAW COMITTED BEFORE YOUR 18<sup>TH</sup> BIRTHDAY, IF FINALLY DECIDED IN JUVENILE COURT OR UNDER A YOUTH OFFENDER LAW
- 4) ANY CONVICTION WHOSE RECORD WAS EXPUNGED UNDER FEDERAL OR STATE LAW

WE WILL CONSIDER THE FACTS AND CIRCUMSTANCES OF EACH EVENT YOU LIST.

	YES	NO
ARE YOU A US CITIZEN?		
ARE YOU LEGALLY AUTHORIZED TO WORK IN THE US?		
ARE YOU A REGISTERED SEX OFFENDER?		
DURING THE LAST 10 YEARS, WERE YOU FIRED FROM ANY JOB FOR ANY REASON, DID YOU QUIT AFTER BEING TOLD THAT YOU WOULD BE FIRED, OR DID YOU LEAVE BY MUTUAL AGREEMENT BECAUSE OF SPECIFIC PROBLEMS?		
HAVE YOU EVER BEEN CONVICTED OF, OR FORFEITED COLLATERAL FOR ANY FELONY VIOLATION? (GENERALLY, A FELONY IS DEFINED AS ANY VIOLATION OF LAW PUNISHABLE BY IMPRISONMENT OF LONGER THAN ONE YEAR, EXCEPT FOR VIOLATIONS CALLED MISDEMEANORS UNDER STATE LAW WHICH ARE PUNISHABLE BY IMPRISONMENT OF TWO YEARS OR LESS.)		
HAVE YOU EVER BEEN CONVICTED OF, OR FORFEITED COLLATERAL FOR ANY FIREARMS OR EXPLOSIVES VIOLATION?		
ARE YOU NOW UNDER CHARGES FOR ANY VIOLATION OF LAW?		
DURING THE LAST 10 YEARS HAVE YOU FORFEITED COLLATERAL, BEEN CONVICTED, BEEN IMPRISONED, BEEN ON PROBATION, OR BEEN ON PAROLE? DO NOT INCLUDE ANY VIOLATIONS REPORTED ABOVE		
HAVE YOU EVER BEEN CONVICTED BY A MILITARY COURT-MARTIAL? IF NO MILITARY SERVICE, ANSWER "NO"		

EXPLANATION:

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REFERENCES

LIST THREE PEOPLE WHO ARE NOT RELATED TO YOU AND ARE NOT SUPERVISORS WHO KNOW YOUR QUALIFICATIONS FOR THE KIND OF JOB FOR WHICH YOU ARE APPLYING. AT LEAST ONE SHOULD KNOW YOU WELL ON A PERSONAL BASIS.

FULL NAME	TELEPHONE	ADDRESS	RELATIONSHIP
1)			
2)			
3)			

APPLICANT AFFIRMS THAT ALL INFORMATION IS TRUE AND ACURATE AND CONSENTS TO VERIFICATION OF ALL INFORMATION INCLUDING, BUT NOT LIMITED TO, CRIMINAL BACKGROUND CHECK, MOTOR VEHICLE RECORDS, COURT FILINGS, REGISTERED SEX OFFENDER LISTS AND ANY OTHER LEGAL AND REPUTABLE SOURCE DEEMED APPROPRIATE BY THIS COMPANY.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE