



Final Touch Housekeeping Employment Application

Answer each question fully and accurately. Any intentional falsification
will lead to immediate termination.
Please PRINT of TYPE.

Personal Data:

Date: _____

Name: _____
Last First Middle

Address: _____
Street City, State, Zip Code

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Date of Birth: _____ Social Security Number: _____ Provide at interview

Driver's License Number and State: _____

Type of employment desired: Temporary Full Time Part Time Seasonal

How did you hear about this position? Advertisement Website Word of Mouth

Are you 18 years of age or older? Yes No

If hired, you will be required to provide proof of age.

Do you have a valid driver's license? Yes No

If hired, you will be required to provide a current Motor Vehicle Report.

Have you ever filed for Workman's Compensation? Yes No

What was the nature of your injury? _____

Are you currently receiving Workman's Compensation? Yes No

Are you on a lay-off and subject to recall? Yes No

Are you exempt from Social Security? Yes No

Have you ever been convicted of a felony? Yes No

Include any plea of guilty or no-contest. Exclude minor traffic violations.

If yes, please provide the date of conviction, the disposition of the case, your current status with probation, and the nature of the charge of which you were convicted. A conviction will not necessarily disqualify you from employment. _____



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Employment Experience:

Please complete the Employment Experience section even if you plan to attach a résumé. Please provide 5 years of employment history or your last 3 employers, whichever covers more time. Please list your most recent employer first and account for all gaps in employment.

Are you attaching a résumé? Yes No

1. Employer: _____

Address: _____

Telephone: _____ Job Title: _____

Supervisor: _____ Salary: _____

Dates of Employment: From _____ To _____

Responsibilities: _____

Reason for leaving: _____

2. Employer: _____

Address: _____

Telephone: _____ Job Title: _____

Supervisor: _____ Salary: _____

Dates of Employment: From _____ To _____

Responsibilities: _____

Reason for leaving: _____



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Employment Experience:

3. Employer: _____

Address: _____

Telephone: _____ Job Title: _____

Supervisor: _____ Salary: _____

Dates of Employment: From _____ To _____

Responsibilities: _____

Reason for leaving: _____

Education:

High School Name & Address: _____

Years Completed 9 10 11 12 Diploma/GED Yes No

College / University Name & Address: _____

Years Completed 1 2 3 4 Degree Yes No

Graduate / Masters Name & Address: _____

Years Completed 1 2 3 4 Degree Yes No

Residence History:

List all addresses for the last 7 years:

Address _____ City, State, Zip _____ Dates From - To _____

Address _____ City, State, Zip _____ Dates From - To _____

Address _____ City, State, Zip _____ Dates From - To _____

Address _____ City, State, Zip _____ Dates From - To _____

Address _____ City, State, Zip _____ Dates From - To _____



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References:

Please list either personal or professional references, who are familiar with your job performance, personal characteristics, work ethics, and morals. They must have known you for at least 1 year and may not be a relative. Heavy consideration regarding employment is given to your references.

1. Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Years Known: _____ Relationship: _____

2. Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Years Known: _____ Relationship: _____

3. Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Years Known: _____ Relationship: _____



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Certification and Consent:

I certify that all information provided in this application and any attachments are true and complete. I understand that any false information or omission may disqualify me from further consideration of employment, or, if I am hired, may result in my dismissal from employment if discovered at a later date.

I understand that Final Touch Housekeeping may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools, and others. I understand that I have a right to make a written request within 30 days from the time of disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation. Final Touch Housekeeping utilized Colorado Surveillance and Investigation for all investigative reports.

I authorize the investigation of any and all statements contained in this application. I also authorize whether listed or not, any person, school, current, employer, past employers, and organizations to provide relevant information and opinions that may be helpful in making hiring decisions. I release such persons and organizations from any legal liability in making such statements.

I understand that this application or subsequent employment does not create a contract for employment not guarantee employment for any define period of time. If employed, I understand that I have been hired at the will of Final Touch Housekeeping and that my employment may be terminated at any time, with or without cause and with or without notice. I understand that no employee or representative of Final Touch Housekeeping has any authority to enter into any agreement for employment for a specified period of time or to make any agreement contrary to the foregoing. Further, no staff member may alter the at-will nature of the employment unless done so specifically and in writing.

I have read, understand and consent by my signature to these statements.

Signature: _____

Date: _____

Printed Name: _____