



Kelly's Concierge & Cleaning Services

Employment Application

Applicant Information					
Last Name		First Name		M.I.	DOB
Street Address				Apartment #	
City		State		ZIP	
Home Phone #		Cell Phone #		Email Address	
Date Available		Position Applied For		Desired Salary	
Are you a citizen of the United States?		Yes	No	If not, are you authorized to work in the US? (Note: please provide proof of authorization)	
Have you ever been convicted of a felony or a first degree misdemeanor? (Note: a "Yes" answer does not automatically bar you from employment.)		Yes	No	If yes, state charges and dates:	
Education					
Institution		Years Attended		Did you graduate?	
High School & Address		From	To	Yes	No
College & Address					
Other					
References <i>Please list three professional references</i>					
1.Full Name			Relationship		
	Company		Phone #		
	Address				
2.Full Name			Relationship		
	Company		Phone #		
	Address				
3.Full Name			Relationship		
	Company		Phone #		
	Address				

Previous Employment <i>(start with your last job)</i>				
1. <u>Company</u>			Phone #	
Address			Supervisor	
Job Title	Starting Salary		Ending Salary	
Responsibilities				
From	To	Reason for leaving		
May we contact your previous supervisor for a reference?			Yes	No
2. <u>Company</u>			Phone #	
Address			Supervisor	
Job Title	Starting Salary		Ending Salary	
Responsibilities				
From	To	Reason for leaving		
May we contact your previous supervisor for a reference?			Yes	No
3. <u>Company</u>			Phone #	
Address			Supervisor	
Job Title	Starting Salary		Ending Salary	
Responsibilities				
From	To	Reason for leaving		
May we contact your previous supervisor for a reference?			Yes	No
Military Service				
Branch		From	To	
Rank at Discharge		Type of Discharge		
If other than honorable, explain				
Disclaimer & Signature <i>Carefully read each statement before signing at the bottom</i>				
I certify that all of the information provided in this employment application is true, correct and complete to the best of my knowledge. I authorize investigation of all statements contained in this application, including a criminal background, credit history check and drug test, as applicable. I understand that any false or incomplete information may disqualify me from further consideration for employment and may result in my immediate discharge if discovered at a later date. I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, past employers and other organizations to provide information concerning my previous employment and other relevant information that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand that employment at this company is "at will" which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of this company, other than the owner has any authority to alter the foregoing. I have read, understand and agree to the above statements.				
Signature (can be signed at first interview)			Date	