Kelly's Concierge & Cleaning Services

Employment Application

Applicant Information

Last Name	First Name	M.I.	Date:

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?		Degree
	From	To	Yes	No	
High School & Address					
College & Address					
Other					

References *Please list three professional references*

1.Full Name		Relationship
	Company	Phone #
	Address	
2.Full Name		Relationship
	Company	Phone #
	Address	
3.Full Name		Relationship
	Company	Phone #
	Address	

Previous Employment *(start with your last job)*

1. Company			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. Company			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. Company			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 *Carefully read each statement before signing at the bottom*

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 immediage 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 prevvious 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 statue. 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