

NAME \_\_\_\_\_

Date \_\_\_\_\_

## APPLICATION FOR EMPLOMENT

*PLEASE ANSWER ALL QUESTIONS. RESUMES ARE NOT A SUBSTITUTE FOR A COMPLETE APPLICATION.*

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

BES CLEANING IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

Position applied for \_\_\_\_\_

Cell Phone number (\_\_\_\_) \_\_\_\_\_ Alternate number (\_\_\_\_) \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_  
Street, Apartment, or Unit Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

HOW LONG HAVE YOU LIVED THERE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

Desired Salary/Hourly Rate \_\_\_\_\_

Type of employment desired? \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time Hours available \_\_\_\_\_

Days/Time you are available. \_\_\_\_\_ Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun

Are you willing to work overtime? \_\_\_\_ Yes \_\_\_\_ No If offered a job, date you can start work \_\_\_\_\_

Have you previously applied for employment with this Company? \_\_\_\_ Yes \_\_\_\_ No

If Yes, when and where did you apply? \_\_\_\_\_

Have you ever been employed by BES Cleaning? \_\_\_\_ Yes \_\_\_\_ No

If Yes, provide dates of employment, location, and reason for separation from employment.

List any other names you have been known by which may be necessary to allow us to confirm your work and education record. For example: Nicknames, assumed names, name change, maiden name.

List any other states or countries you have lived in. \_\_\_\_\_

**THIS APPLICATION WILL BE CONSIDERED FOR A MAXIMUM OF SIXTY (60) DAYS. IF YOU WITH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.**

## WORK EXPERIENCE (INCLUDE U.S. MILITARY)

*Start with current or most recent employer and work backwards listing ALL employers you have worked for. Ask for additional paper, if needed.*

<b>Name of Employer/Business</b>		<b>Position Title(s)</b>	<b>Duties and Responsibilities:</b>
<b>Phone Number</b>			
<b>Address</b>			
<b>Type of Business</b>			
<b>Period of Employment</b>			
<b>From</b>	<b>To</b>		
<b>Salary Information</b>			
<b>Start Salary</b>	<b>Final Salary</b>	<b>Reason for Leaving</b>	
<b>Name of Employer/Business</b>		<b>Position Title(s)</b>	<b>Duties and Responsibilities:</b>
<b>Phone Number</b>			
<b>Address</b>			
<b>Type of Business</b>			
<b>Period of Employment</b>			
<b>From</b>	<b>To</b>		
<b>Salary Information</b>			
<b>Start Salary</b>	<b>Final Salary</b>	<b>Reason for Leaving</b>	
<b>Name of Employer/Business</b>		<b>Position Title(s)</b>	<b>Duties and Responsibilities:</b>
<b>Phone Number</b>			
<b>Address</b>			
<b>Type of Business</b>			
<b>Period of Employment</b>			
<b>From</b>	<b>To</b>		
<b>Salary Information</b>			
<b>Start Salary</b>	<b>Final Salary</b>	<b>Reason for Leaving</b>	
<b>Name of Employer/Business</b>		<b>Position Title(s)</b>	<b>Duties and Responsibilities:</b>
<b>Phone Number</b>			
<b>Address</b>			
<b>Type of Business</b>			
<b>Period of Employment</b>			
<b>From</b>	<b>To</b>		
<b>Salary Information</b>			
<b>Start Salary</b>	<b>Final Salary</b>	<b>Reason for Leaving</b>	

If needed for work, do you have a valid SC driver's license?	___Yes ___No
If hired, do you have reliable means of transportation to get to and from work?	___Yes ___No

Are you a US citizen or do you have a legal right to work in the USA?	___Yes ___No
---	--------------

Please list technical and professional certificates and briefly describe any skills, abilities, or related experiences.

List any other languages you can speak, read, or write.

Are you a veteran of the US Armed Services? If Yes, type of discharge:	___Yes ___No
---	--------------

### Education

	Did you graduate?	Course work included:
<b>High School or GED</b> Name _____ Location _____	___Yes ___No	_____
		Degree(s) or Certificate(s)
<b>College, University, Technical Schools</b> Name _____ Location _____	___Yes ___No	_____
		Degree(s) or Certificate(s)
Name _____ Location _____	___Yes ___No	_____
		Degree(s) or Certificate(s)

### Professional References

List three professional references, preferably who are not related to you and can effectively evaluate your training, experience, and capabilities.

Name	Phone number	Occupation	Years known
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

# APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that BES Cleaning may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If BES Cleaning has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace. I also understand that all employees of the location, pursuant to the Company's policy and federal, state, and local law may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug test is a condition of continual employment and I agree to undergo alcohol and drug testing.

If employed by BES Cleaning, I understand and agree that the Company may exercise its right, with or without prior notice, to conduct investigations of property (including to but not limited to, files, lockers, desk, vehicles, and computers) and in certain circumstances, my personal property. I understand that I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement.

I certify that all information on this application. My resume, or any supporting documents I may present during any interview is and will be completed and accurate to the best of my knowledge, I understand that falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including termination.

**THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY THE APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, BES CLEANING OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AGREEMENT, EXPRESSED OR IMPLIED, WITH ME OR ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY. IF HIRED, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY AND I UNDERSTAND THAT THE COMPANY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME. EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.**

I authorize the Company to confirm all statements contained in this application and/or resume as it relates to the position I am seeking. I agree to complete any requisite authorization forms for the background investigation. If applicable, and allowed by law, I will receive separate notification regarding the Company's intent to obtain "consumer reports."

I authorize and consent to, without reservation, any party contacted by this employer to furnish the above-mentioned information. I release, and hold harmless, any party delivering information to the Company any liability, claims, charges, or causes of action which may result of the delivery or disclosure of the above requested information. Further, if hired, I authorize the Company to provide truthful information concerning my employment to future employers and hold the company harmless for providing such information.

If hired, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States.

**I CERTIFY THAT ALL OF THE ABOVE INFORMATION I HAVE PROVIDED ON THIS APPLICATION, TRUE, ACCURATE, AND COMPLETE.**

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_