

JMC Serve, INC.
dba
ServiceMaster Janitorial Cleaning
Employee Application

ServiceMaster Mission Statement:

*To be the best at providing high quality, value added
commercial janitorial cleaning services in Champaign County*

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status.

Today's Date: _____ Birth Date: _____ SS# _____

Name: _____

Street: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____ Home Phone (____) _____

Cell Phone (____) _____ Emergency Phone (____) _____

Name of Emergency Contact _____ Relation _____

Valid Driver's License? Yes _____ No _____ State _____ License # _____

Are you legally eligible for employment in the U.S.A.? Yes _____ No _____ (If yes, verification required)

Have you ever worked for ServiceMaster? _____ If so, when? _____

Have you ever worked for a janitorial company? _____ If so, where? _____

How did you hear about the position you are applying for? _____

TYPE OF WORK DESIRED: Full Time: _____ Part Time: _____ Both: _____ Weekends: _____

Do you know anyone who works for ServiceMaster currently? _____

Do you have reliable transportation to get to work? _____

Days Available (Circle) M T W Th F Sat Sun

Hours Available: _____ Date you can start: _____

If there is a day or time when you are definitely unavailable, please indicate here: _____

Have you ever been convicted of a crime? _____ If so, describe in full:

EDUCATION

SPECIAL SKILLS AND QUALIFICATIONS:

List job-related licenses, skills, training, honors, awards, special accomplishments & acquired skills:

MILITARY SERVICE RECORD –

Were you in the U.S. Armed Forces ? Yes _____ No _____

Did you receive any training in the U.S. Armed Forces that is relevant to the position applied for?

Yes ___ No___ If yes, explain_____

School	Name & Address	Years Completed	Did you Graduate?	Degree & Field
High School				
College				
Other				

EMPLOYMENT HISTORY:

Starting with current or most recent employment

Employer & Address: _____
Supervisor: _____ Phone: _____
Position Title: _____ from: _____ to: _____
Describe the work you did: _____
Salary: _____ Reason for leaving: _____

Employer & Address: _____
Supervisor: _____ Phone: _____
Position Title: _____ from: _____ to: _____
Describe the work you did: _____
Salary: _____ Reason for leaving: _____

EMPLOYMENT HISTORY continued:

Employer & Address: _____
Supervisor: _____ Phone: _____
Position Title: _____ from: _____ To: _____
Describe the work you did: _____
Salary: _____ Reason for leaving: _____

PERSONAL REFERENCES: (Not former employers or relative) 2 or 3

Name & Occupation	Address	Phone number

I HEREBY GIVE PERMISSION TO CONTACT THE EMPLOYERS LISTED ABOVE CONCERNING MY Prior Work Experience. Yes: _____ No: _____

If you do not want us to contact your present employer, please indicate here: _____

Please Read:

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I also understand that this application is not intended to be a contract of employment. Furthermore, this application does not obligate the employer in any way if the employer decides to employ me. You are hereby authorized to make any investigation of my personal or employment history through any investigative agencies or bureaus of your choice. Furthermore I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug test.

Applicant Signature

Date