



APPLICATION FOR EMPLOYMENT QUALITY MAINTENANCE, INC. "QUALITY YOU CAN DEPEND ON"

PRE-EMPLOYMENT QUESTIONNAIRE - AN EQUAL OPPORTUNITY EMPLOYER ALL QUALIFIED APPLICANTS MUST PASS A BACKGROUND CHECK

PERSONAL INFORMATION

Date _____

Last name _____ First name _____ Middle initial _____

Social security number _____ Phone _____ Are you 18 years or older? Yes No

Present address _____

Person to notify in case of emergency _____ Address _____ Phone _____

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? Yes No

Have you ever been convicted of a felony? Yes No Do you have reliable transportation? Yes No

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

Do you have any physical limitations that may prevent you from performing the work applied for? Yes No

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary desired \$ _____

Will you work overtime or special hours if needed? Yes No If no, explain _____

Will you work on weekends? Yes No What days can you **not** work? _____

What hours are you available in the daytime? _____ What hours are you available in the evening? _____

Are you available to work graveyard (12 midnight to 8 a.m.)? Yes No

EDUCATION

High school - Did you graduate? Yes No Date graduated or last year completed _____

Higher education - Years attended _____ Subjects studied _____

Trade, business or correspondence school - Subjects studied _____

FORMER EMPLOYERS

Employer _____ Address _____ From _____ To _____

Position _____ Salary \$ _____ May we contact employer? Yes No

Employer name _____

Employer phone _____

Reason for leaving _____

Employer _____ Address _____ From _____ To _____

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REFERENCES (Persons not related to you, whom you have known at least one year)

Name _____ Address _____ Phone _____ Years acquainted _____
 Name _____ Address _____ Phone _____ Years acquainted _____
 Name _____ Address _____ Phone _____ Years acquainted _____

Job responsibilities include, but are not limited to cleaning office buildings, vacuuming, dusting, sweeping, mopping, emptying trash, high dusting, use of strong chemicals, lifting 25-35 pounds, and sanitizing restrooms; and **may** include carpet cleaning, and stripping, waxing and buffing of floors.

Is there anything that would prevent you from performing these basic job requirements? Yes No

If yes, explain. _____

EXPERIENCE

List below any experience you have or skills you may have that would benefit our company:

1. _____ Experienced Some experience
2. _____ Experienced Some experience
3. _____ Experienced Some experience
4. _____ Experienced Some experience
5. _____ Experienced Some experience

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

Use of alcohol or illegal drugs, failure to show for work, excessive tardiness, excessive complaints, failure to follow directions from management, taking unauthorized individuals on assignments, failure to secure job locations (locking up), and falsifying time sheets/cards are grounds for termination.

If you do not understand any part of this section, please ask questions **before** signing.

Applicant signature _____

DO NOT WRITE BELOW THIS LINE

Interviewed by _____ Date _____

Remarks _____

Neatness _____ Ability _____

Employer contacted? Yes No Remarks _____

Employer contacted? Yes No Remarks _____

Employer contacted? Yes No Remarks _____

Date hired _____ Position _____ Salary \$ _____ Date reporting to work _____



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REFERENCES (Persons not related to you, whom you have known at least one year)

Name _____ Address _____ Phone _____ Years Acquainted _____
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Job responsibilities include, but are not limited to:

Answering phones, handle employees, maintain vendor/client lists, maintain files, update mailing lists, respond to all correspondence, customer service, keeping supplies plentiful in office/bathroom, make appointments for carpet cleaning or any other type of janitorial work, marketing, handling existing accounts.

Is there anything that would prevent you from performing these basic job requirements? Yes No

If yes, explain _____

Words Typed Per Minute: _____

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Remarks _____

Neatness _____ Ability _____ Back to Top ↑

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