



# Margaret McHenry Maids

## Application for Employment

(Please Print)

Full Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Email \_\_\_\_\_ If under 18, please list age \_\_\_\_\_

I am legally eligible for employment in the U.S.  Yes  No

Position applying for, be specific: \_\_\_\_\_

Salary Requirements \$ \_\_\_\_\_  per hour  per month  per year

If necessary for the job:

I am able to work  Overtime  Saturdays

I am able to provide a valid driver's license.  Yes  No Issuing State: \_\_\_\_\_

DL Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Are you bilingual (Spanish and English)?  Yes  No

Education - Circle last grade completed:

Grade 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4 Masters \_\_\_ Doctorate \_\_\_

How did you hear about Margaret McHenry Maids? \_\_\_\_\_

Do you know someone who does or who has worked here?  Yes  No

If yes, what is their name? \_\_\_\_\_

Have you ever pleaded guilty, no contest, or been convicted of a felony?  Yes  No

If yes, please give dates and details: \_\_\_\_\_

*Answering yes does not constitute an automatic rejection for employment. Date of offense, seriousness and nature of the violation and rehabilitation will be considered.*

Please provide three references to whom you are not related that we may contact to consider you for a position.

1) Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Relationship \_\_\_\_\_

2) Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Relationship \_\_\_\_\_

3) Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Please list your previous employment, beginning with the most recent or your current employer. Provide all details as failure to complete this portion of the application may disqualify you from being considered for employment.

Employer Name \_\_\_\_\_ Position \_\_\_\_\_

Employer Address \_\_\_\_\_

Employment Start \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending Salary \_\_\_\_\_

Phone Number \_\_\_\_\_ Supervisor \_\_\_\_\_

Responsibilities (be specific) \_\_\_\_\_

Reason(s) for leaving \_\_\_\_\_

Employer Name \_\_\_\_\_ Position \_\_\_\_\_

Employer Address \_\_\_\_\_

Employment Start \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending Salary \_\_\_\_\_

Phone Number \_\_\_\_\_ Supervisor \_\_\_\_\_

Responsibilities (be specific) \_\_\_\_\_

Reason(s) for leaving \_\_\_\_\_

Employer Name \_\_\_\_\_ Position \_\_\_\_\_

Employer Address \_\_\_\_\_

Employment Start \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending Salary \_\_\_\_\_

Phone Number \_\_\_\_\_ Supervisor \_\_\_\_\_

Responsibilities (be specific) \_\_\_\_\_

Reason(s) for leaving \_\_\_\_\_

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal employment, education, criminal conviction records, financial and other related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application.

It is the policy of Margaret McHenry Maids to be an equal opportunity employer and to hire and promote individuals solely upon the basis of their qualifications for the position to be filled. I understand that nothing in this application, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a contract. I agree and understand that if I am hired by the Margaret McHenry Maids (MMM), my employment will be at-will, for an indefinite period of time, and may be terminated at any time, with or without cause or notice, at the option of MMM or myself. I understand that I have the right to end my employment at any time and that MMM retains that same right.

In the event that I am employed by Margaret McHenry Maids, I understand that false or misleading information given in my application or interview may result in discharge.

We thank you for applying for a position with Margaret McHenry Maids. If we require an interview, we will contact you at the phone number you have provided on this application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_