



Application for Employment

Welcome to *White Glove Janitorial Services and Supplies*. If you need help filling out this form, please ask. Please answer all questions completely and accurately. False and misleading answers are grounds for termination.

Today's Date: _____

Name: _____
Last First Middle Initial

Phone Number: _____

Current Address:

Street Apt. #

City State Zip Code

E-Mail Address: _____

WhiteGlove is an Equal Opportunity Employer. Qualified applicants are considered for all positions without discrimination based on sex, religion, national origin, age, marital or veteran status, creed, or disability. A felony conviction does not necessarily disqualify you from employment. White Glove uses a series of interviews and questionnaires before making a hiring decision. No one factor, except dishonesty, will, by itself, determines whether a person is hired. Please fill out this application completely, neatly, and honestly. Thank you.

1. What position are you applying for? _____

2. How did you hear about WhiteGlove? _____

3. Are you applying for: **Full-time, Part-time, Either?**

4. What time of day are you available to work?: **Days, Nights, Overnight, Open.**

5. How are you planning to get to work? _____

6. Have you ever been convicted of a felony or misdemeanor? **Yes or No.** If yes, please explain.

7. May we contact your current employer? (if applicable) **Yes or No.** Phone #: _____

8. Have you ever worked for White Glove before? **Yes or No.** If yes, when? _____

9. Please list your level of education beginning with the most recent.

School Name, Address, City, State, and Zip	From: Month/Year	To: Month/Year	Degree/Certification Achieved	Additional Comments

10. Please list your last three (3) employers beginning with the most recent.

Employer Name Address/Phone #	From: Month/Year	To: Month/Year	Position and Duties	Reason for Leaving

11. I have read the description of the job I am applying for. **Yes or No.**

12. I understand the requirements of the job. **Yes or No.**

13. I am qualified to perform all the essential tasks and responsibilities of this job. **Yes or No.**

14. I can perform all job functions with or without reasonable accommodations. **Yes or No.**

15. I have submitted a resume with this application. **Yes or No.**

NOTICE: INFORMED CONSENT AND RELEASE OF LIABILITY AND INFORMATION.

By completing and signing this application, I authorize all persons, schools, companies, government agencies, and law enforcement agencies to release any information concerning my background, criminal history, driving record, and to release these persons or agencies from any liability for any damage whatsoever for issuing this information.

I authorize any of the persons or organizations referenced in this application for employment to give White Glove Janitorial Services and Supplies (WhiteGlove) any and all information concerning my previous employment, education, social security number, or any other information they might have, person or otherwise, with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that may result from furnishing such information to you. I authorize WhiteGlove to request and receive such information.

As part of the procedure for processing this application, I understand that an investigative report may be made by WhiteGlove or through third parties designated by WhiteGlove. Information for such reports is obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors, or others who might be acquainted with me. Information sought may relate to character, general reputation, or personal characteristics. If such investigation is undertaken, I have a right to obtain a copy of any investigative report furnished to WhiteGlove by making a request to WhiteGlove or to the agency furnishing the report within a reasonable time from the date of such report.

I also understand that the use of illegal drugs is prohibited. If WhiteGlove policy or a customer contract requires it; I am willing to submit to drug testing for the purpose of detecting the use of illegal drugs prior to and during employment.

In consideration for my employment and my being considered for employment by WhiteGlove, I agree to conform to the rules and regulations of WhiteGlove and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by WhiteGlove at any time, at WhiteGlove's sole option and without any prior notice to me.

I further acknowledge that my employment may be terminated, any offer of employment or my acceptance of an employment offer, if such is to occur, may be withdrawn with or without cause, and with or without prior notice, at any time at the option of WhiteGlove or myself.

I understand that no representative of WhiteGlove has the authority to enter into any agreement for employment for any specified period of time, to ensure any other personal action either prior to commencement of employment or after I have become employed, or to assure any benefits or terms and conditions of employment, or make any agreement contrary to the foregoing.

I acknowledge that I have been advised that this application will remain active for no more than sixty (60) days from the date it was made.

I CERTIFY that the information contained in this application is correct to the best of my knowledge and understand that falsification or material misrepresentation of this information is grounds for refusal to hire or, if hired, involuntary termination.

I UNDERSTAND that any employment offer is conditional until all background checks, drug test, and other applicable test results are received and approved.

Signature _____ Date _____

Notice: This is not a contract for employment. Anyone is free to leave WhiteGlove at any time and for any reason. Likewise, WhiteGlove is free to terminate any employee at any time and for any reason. WhiteGlove does not use employment contracts or guarantee employment for a specific time, location, or for any number of hours per week. WhiteGlove can and does assign employees to different accounts at various times for the good of the company. Any representations to the contrary by anyone are disavowed.