

# Application for Employment

## PERSONAL INFORMATION

NAME (First)		(Middle Initial)	(Last)
Present Home Address	City	State	Zip
Previous Home Address	City	State	Zip
Home Telephone	Business Telephone	May we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position Applying For:	Are you interested in (check all that apply) Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>		Minimum Acceptable Salary \$ _____
Date Available:	How were you referred to ServiceMaster?		
Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodation?			Yes <input type="checkbox"/> No <input type="checkbox"/>

## EDUCATION

TYPE OF SCHOOL	NAME AND LOCATION	DEGREE/ AREA OF STUDY	NUMBER YEARS ATTENDED	GRADUATED (Check One)	
High School or GED Testing Site				Yes <input type="checkbox"/>	No <input type="checkbox"/>
College				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other				Yes <input type="checkbox"/>	No <input type="checkbox"/>

## ADDITIONAL INFORMATION

Identity and employment eligibility of all new hires will be verified as required by the Immigration Reform and Control Act of 1986. All offers of employment are contingent on the presentation of proof of the legal right to work in the U.S.

Any uncertainty in answering the questions below should be resolved in favor of disclosure. This information will not necessarily bar an applicant from employment. The nature and seriousness of the crime, the date of conviction, and the relation to the position sought will be considered. Applicants need not disclose information pertaining to sealed, expunged, pardoned, or statutorily eradicated arrest or conviction records.

Have you ever been convicted of a felony? Yes  No  If yes, please explain offense and final disposition:

Have you ever been convicted of a misdemeanor? Yes  No  If yes, please explain offense and final disposition:

**CA applicants:** Exclude information regarding (1) Any arrest or detention that did not result in conviction; (2) convictions of marijuana offenses in violation of CA Health and Safety Code Sections 11357(b) or (c) or a statutory predecessor thereof, 11360(c) [now (b)], 11364, 11365, or 11550, as they related to marijuana prior to January 1, 1976 or a statutory predecessor thereof, which are more than 2 years old; (2) any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed pursuant to CA Penal Code Section 1203.4 and (3) any arrest for which a pretrial diversion program has been successfully completed.

**CT applicants:** Do not disclose arrests, criminal charges, or convictions for which records have been erased pursuant to Conn. Gen. Stat. 46b-146, 54-176, or 54-142. These records pertain to findings of delinquency; findings that a child was a member of a family with service needs; adjudications as a youthful offender; dismissed or nolleed criminal charges; criminal charges for which you have been found not guilty; or convictions for which you received absolute pardons. Applicants whose criminal records have been so erased are deemed never to have been arrested and may so swear.

**HI applicants:** Do not answer either of the above 2 questions.

**MA applicants:** Include all misdemeanor convictions and completed periods of incarceration within the last 5 years if any of the convictions or completed periods of incarceration occurred within in the last 5 years. Include all convictions for felonies. Exclude first convictions for any of the following: drunkenness, simple assault, speeding, minor traffic violations, affrays or disturbing the peace. An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to any inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances, and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution.

**NV applicants:** Include all felony convictions. Only include misdemeanor convictions within the last 7 years which resulted in imprisonment.

**WA applicants:** Only include convictions or imprisonments within the last 10 years for any crime reasonably related to the type of work you are seeking.

**EMPLOYMENT HISTORY** List employment starting with your most current position

NAME AND ADDRESS OF EMPLOYER	FROM:	TO:	POSITION HELD & SUPERVISOR	SALARY or WAGES
	<u>  </u> / <u>  </u> / <u>  </u> MO/YR	<u>  </u> / <u>  </u> / <u>  </u> MO/YR		
DESCRIPTION OF DUTIES:			REASON FOR SEPARATION:	
	<u>  </u> / <u>  </u> / <u>  </u> MO/YR	<u>  </u> / <u>  </u> / <u>  </u> MO/YR		
DESCRIPTION OF DUTIES:			REASON FOR SEPARATION:	
	<u>  </u> / <u>  </u> / <u>  </u> MO/YR	<u>  </u> / <u>  </u> / <u>  </u> MO/YR		
DESCRIPTION OF DUTIES:			REASON FOR SEPARATION:	

**Please Read Carefully**

ServiceMaster considers applicants for all positions without regard to race, color, religion, sex, national origin, disability, age, veteran status or any other characteristic protected by applicable law. Further, no information obtained by ServiceMaster in response to any question in this application will be used in violation of any federal, state or local law.

In submitting this application for employment, I understand that an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, credit record, driving record and/or criminal history. I authorize anyone possessing this information to furnish it to ServiceMaster and/or a third party company upon request and I release anyone so authorized, ServiceMaster and any third party company from all liability and damages whatsoever in furnishing, obtaining or using said information.

For CA applicants: Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, you are entitled to copies of any such public records obtained by the Company if you mark the check box below. If you are not hired as a result of such information, you are entitled to a copy of any such records even if you have not checked the box below.

elect to receive a copy of any public record described in the paragraph above.

If I am employed by ServiceMaster, I understand that false or misleading information given in my application or interview(s) may result in immediate dismissal. I understand, also, that I am required to abide by all rules, regulations, policies and procedures of ServiceMaster.

ServiceMaster requires that any applicant to whom a contingent offer of employment is made must pass a drug test consistent with applicable laws and regulations. An offer of employment is contingent upon an applicant's submission to and passing the drug test. By signing this Employment Application, I agree to undergo drug testing by urinalysis. I understand the results of this test will be disclosed to ServiceMaster, or anyone else on a need to know basis or as required by law. I understand that if I refuse to consent to testing, fail to provide a urine sample when requested, provide a false or tampered urine sample, or the drug test result is positive, I will not be hired by ServiceMaster in accordance with the drug testing policy.

I understand and agree that if I am employed, the employment will be "at will". That is, either ServiceMaster or I may end the employment relationship at any time, with or without cause. I understand that receipt of this application by ServiceMaster does not imply employment and that this application and/or any other ServiceMaster documents are not contracts of employment.

I certify that the information contained in this Application for Employment is correct to the best of my knowledge and I understand that misrepresentation of the facts given in this application may be grounds for refusal to hire or grounds for termination of employment.

This application becomes void after 60 days unless renewed.

Applicant Signature	Date Signed
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EEO/Drug Free Workplace