

**NEAT FREAKS HOUSEKEEPING  
EMPLOYMENT APPLICATION**

**Answer each question fully and accurately. Please print or type.**

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City, State, Zip

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number and State: \_\_\_\_\_

Position applied for: \_\_\_\_\_ Salary Requirement: \_\_\_\_\_

Date available for employment: \_\_\_\_\_

Type of employment desired:  Temporary  Full-time  Part-time  Summer only

How did you hear about this position?  
 Advertisement  Word of mouth  School  Website

Do you have any relatives currently on staff?  Yes  No  
If yes, give name (s) and relationship.

Are you 18 years of age or older?  Yes  No  
If hired, you may be required to provide proof of age.

Have you filed an application here before?  Yes  No If yes, when?

Have you been employed here before?  Yes  No If yes, when?

Are you on a lay-off and subject to recall?  Yes  No

Are you exempt from Social Security?  Yes  No

Have you ever been convicted of a felony?  Yes  No  
(Include any plea of "guilty" or "no contest". Exclude minor traffic violations.)

If yes, please give the date, place and nature of the charge of which you were convicted. (A conviction will not necessarily disqualify you from employment.)

If hired, can you furnish proof that you are eligible to work in the United States? (Employment is contingent upon satisfactory proof of eligibility to work in the United States.)  
 Yes  No

Have you worked or attended school under any other name?  
If yes, give name(s).  Yes  No

May we check with your present employer for a reference?  
 Yes  No

## SKILLS AND QUALIFICATIONS

Some positions require knowledge of a foreign language. Please list any language(s) in which you have skills and circle your proficiency level.

Language(s) \_\_\_\_\_  
(F=fluent S=some) Reading: F S Writing: F S Speaking: F S

Please summarize special skills or additional training and qualifications acquired from employment, military service, and/or other experience.

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## EMPLOYMENT EXPERIENCE

Please complete this section even if you plan to attach a resume. List your last three employers, beginning with the most recent. Account for all periods of time including military service and any periods of unemployment.

1. Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_  
 Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

**EDUCATION**

	High School	College/University	Graduate/Professional
School Name and Address			
Year Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Dates Attended			

**RESIDENTIAL HISTORY**

List all residential addresses in the last 7 years:

Address	City, State, Zip	Months/Years
Address	City, State, Zip	Months/Years
Address	City, State, Zip	Months/Years
Address	City, State, Zip	Months/Years
Address	City, State, Zip	Months/Years

## REFERENCES

List those familiar with your job performance, personal characteristics and spiritual commitment who have known you a minimum of one year. Do not list relatives. Note: A job offer may be contingent upon acceptable references.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Years Known: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Years Known: \_\_\_\_\_ Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Years Known: \_\_\_\_\_ Relationship: \_\_\_\_\_

## PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this application and any attachments is true and complete. I understand that any false information or omission may disqualify me from further consideration of employment, or, if I am hired, may result in my dismissal from employment if discovered at a later date.

I understand that the employer may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and that my employment may be terminated at any time, with or without cause and with or without notice. I understand that no employee or representative of Neat Freaks Housekeeping, has any authority to enter into any agreement for employment for a specified period of time or to make any agreement contrary to the foregoing. Further, no staff member may alter the at-will nature of the employment relationship unless done so specifically and in writing.

I have read, understand and consent by my signature to these statements.

Signature: \_\_\_\_\_ Date \_\_\_\_\_