



DATE _____

OFFICE USE ONLY

APPLICATION FOR EMPLOYMENT

All portions of this application must be completed. Incomplete applications will not be considered for employment. This application is considered current for a period of **60 days** only.

BROTHERS CLEANING SERVICES, INC. is an equal opportunity employer. We do not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, physical or mental disability.

Name _____ Phone _____ S.S.# _____

Address _____ City _____ State _____ Zip _____

Have you ever applied or been employed by BROTHERS CLEANING? YES NO If YES, When: _____

Referred to this job by: Advertisement Friend Relative Other _____

Do any friends or relatives work here? YES NO If yes, names _____

If you are a student, # of credits taking this term _____ If presently out of school, do you plan to return to school in the foreseeable future? YES NO When? _____

Education: (Write in the name of the school and circle the number of years attended below)

High School *College/University* *Graduate/Professional*

School Name _____

Years Completed 10 11 12 1 2 3 4 5 1 2 3 4 5

What are your future plans, for the next six months to a year? _____

How long, (estimate) could you work for Brothers? _____

Are you on lay-off and subject to recall? YES NO

Have you pled guilty or been convicted of a felony or released from prison within the last 7 years? _____

(This will not automatically prevent you from being hired for this position.)

If yes, describe in full, including date(s): _____

PLEASE NOTE: Most job assignments are performed in the evening and early morning hours.

What job position are you applying for? _____

If hired, what form of transportation will you use to get to and from work? _____

Available between the hours of _____ and _____. I can work: M-F Su-Th Weekends Other

How many hours of work per week do you desire? _____. If hired, I can start _____ (date)

**PLEASE READ THE FOLLOWING PARAGRAPHS
BEFORE SIGNING THIS APPLICATION**

I understand that consideration for employment is contingent on the results of a reference and background check. I authorize BROTHERS CLEANING SERVICES, INC. to investigate the truthfulness of all statements made on this application and to contact my former employers, other listed references, or any other persons who can verify information. Past employers will be asked about my work history, attendance, performance, ability to work unsupervised, reason for leaving and eligibility for rehire. I further authorize all contacted persons and former employers to provide information concerning this application, my background and suitability for employment, and I release each such person and former employer from liability for providing such information. I further authorize BROTHERS CLEANING SERVICES, INC. to discuss the results of any investigation with all of their employees who are involved in the hiring process.

Signature _____

Date _____

I certify that the information contained in this application is correct to the best of my knowledge, and understand that falsifications and / or omissions in any detail is grounds for disqualification from consideration for employment or if hired, for dismissal from employment. I further understand that if hired, my employment and compensation can be terminated, with or without cause, at any time, at the option of either myself or the company. BROTHERS CLEANING SERVICES, INC. would appreciate at least 10 working days notice of your voluntary resignation. This is usually required to be eligible for consideration for rehire.

Signature _____

Date _____

All applicants are seriously considered for employment, as positions are available. If we are considering a possible placement, we will notify you to come back in for a personal interview. If you do not hear from us within 60 days from today's date you will need to re-apply. Thank you!

Employment Experience:

Presently employed? YES Full-time? Part-time? I work from _____^{AM/PM} to _____^{AM/PM} NO
(CIRCLE AM OR PM)

Start with your present or last job. List each job held. Include military service assignments and volunteer activities.

1) Employer _____ Date Started _____ Ended _____
Address _____ City/State _____ Phone _____
Job Title _____ Wages: Starting _____ (hr) Ending _____ (hr)
Supervisor _____ Work Performed _____
Exact reason for leaving _____
Please list the number of unexcused absences from this job _____

2) Employer _____ Date Started _____ Ended _____
Address _____ City/State _____ Phone _____
Job Title _____ Wages: Starting _____ (hr) Ending _____ (hr)
Supervisor _____ Work Performed _____
Exact reason for leaving _____
Please list the number of unexcused absences from this job _____

3) Employer _____ Date Started _____ Ended _____
Address _____ City/State _____ Phone _____
Job Title _____ Wages: Starting _____ (hr) Ending _____ (hr)
Supervisor _____ Work Performed _____
Exact reason for leaving _____
Please list the number of unexcused absences from this job _____

Additional References: NOT CONTACTS WHO ARE ONLY RELATIVES OR FRIENDS.

Use persons such as other former employers, co-workers, business associates, teachers, ministers, etc.

1) Name of Reference _____ Phone _____
Relationship _____ How Long? _____
2) Name of Reference _____ Phone _____
Relationship _____ How Long? _____
3) Name of Reference _____ Phone _____
Relationship _____ How Long? _____

List any skills you possess which you feel may be helpful in this position _____

Please write here any other comments or information you would like us to know _____

PERSONNEL DEPARTMENT USE ONLY

REFERENCE CHECK RESULTS

Emp.#1: _____
_____ Date _____

Emp.#2: _____
_____ Date _____

Emp.#3: _____
_____ Date _____

Ref. #1: _____
_____ Date _____

Ref. #2 _____
_____ Date _____

Ref. #3: _____
_____ Date _____

Arrange Interview YES NO Date _____

INTERVIEWER REPORT:

Interviewer _____ Date _____

Comments: _____

FINAL REPORT FROM PERSONNEL DEPARTMENT:

Remarks _____

Employed? YES NO Date of Employment _____ Emp # _____

Job Title _____ Hourly Rate _____ Salary _____

of Hours per week new employee wants is: _____

BROTHERS CLEANING SERVICES, INC.

RELEASE FORM

As part of our hiring process, **Brothers Cleaning Services, Inc.**, or the **Client** of Brothers Cleaning Services, Inc., may conduct a background check on applicants. To do so, we must have the information requested below. Be sure to include all information requested. Your hiring process may be delayed or you may miss a hiring deadline if we are unable to complete a background check in a timely manner.

PLEASE TYPE OR PRINT CLEARLY

Full Name: _____
Last First Middle

Other Names (Maiden, nicknames etc.): _____

Current Address: _____
Street Apartment

City State Zip Area Code Phone Number

Permanent Address: _____

Driver License #: _____ State: _____
(If no license, please write "NONE")

Social Security #: _____ Date of Birth: _____

***Please list all Cities/States where you have lived or worked during the last seven years.**

Years, From _____ To: _____ City/State: _____

Years, From: _____ To: _____ City/State: _____

Years, From: _____ To: _____ City/State: _____

Years, From: _____ To: _____ City/State: _____

Years, From: _____ To: _____ City/State: _____

Authorization for Release of Information

Brothers Cleaning Services, Inc./Phenix Group, Inc./Open Online/Sentry Link LLC, has my permission to conduct a background check which may include a criminal conviction check, a driver history check, former employment history, credit check, social security number verification, educational records and similar background information.

Signature: _____ Date: _____

----- FOR OFFICE USE ONLY -----

Attach this form to the Criminal Background Check form and fax to:

PHENIX GROUP, INC. (800) 865-7319
OPEN ONLINE (800) 454-6575
SENTRY LINK



PLEASE READ AND SIGN THIS PAGE BEFORE COMPLETING THE ATTACHED APPLICATION

Dear Applicant:

Thank you for choosing Brothers Cleaning Services as your potential employer! Before you begin completing the application for employment, we want to go over some very important details with you. This is to help you better understand what our company does and the kind of skills required to work for us.

We have been providing complete office cleaning to customers in the Eugene-Springfield area for over 30 years. We are looking for people who will be committed to our company's core values: **serve the customer with quality, friendliness, and honesty.**

Working for our company will require the following attitudes, abilities and skills:

•**ALERTNESS, CONCENTRATION and ATTENTION TO DETAIL:** Be alert and concentrate at all times. Your job will be to take care of the customer, paying attention to details like vacuuming, dusting, removing cobwebs, replacing burnt-out lights, removing carpet spots, and ordering paper products.

APPEARANCE: All employees are required to arrive at work neatly dressed, wearing their company provided uniform shirt and photo-ID badge at all times while on duty.

•**SECURITY and SAFETY CONSCIENCE:** The buildings and offices we clean must be kept secure at all times. You will be responsible for keys and confidential alarm system codes making sure all doors are closed and locked and alarm systems armed before you leave each night. Your safety is important to us and you will be asked to observe safety rules and work safely.

•**STANDING & WALKING:** You will be standing on your feet most of the time and sometimes required to walk up and down stairs.

•**TRANSPORTING, LIFTING AND CARRYING:** You will be transporting and carrying various items like vacuums, mop buckets, dust mops, floor mops, paper products, plastic liners, recycled cardboard, and bags full of office trash to dumpster disposal areas, as a regular part of your duties. 0 – 10 pounds – OFTEN, 11 – 30 pounds – OCCASIONALLY, 30+ pounds – SELDOM. Most of our accounts require the use of a back-pack vacuum weighing approximately 12 pounds, which must be worn during part of your cleaning shift.

•**PUSHING, PULLING, REACHING and TWISTING:** You will be performing all of these while operating a vacuum cleaner in and around small offices, under office desks and counters, and while sweeping and mopping floors, removing trash, and cleaning restrooms.

•**CLIMBING:** You may also be required to use a step stool or climb a ladder to change light bulbs or light tubes, or to dust or remove cobwebs.

If you understand and can fulfill the requirements and duties described above, then we encourage you to fill out this application. Thank you again for your interest in Brothers Cleaning Services, Inc.

Nancy Atkins - Human Resources

I have read, understood and accept the above requirements and duties as they relate to the position of SERVICE ASSOCIATE I am applying for:

PRINTED
NAME _____

SIGNATURE _____

DATE _____