



P.O. BOX 80283, WASHINGTON DC 20018

APPLICATION FOR EMPLOYMENT

PLEASE PRINT

PERSONAL INFORMATION

Today's Date: _____

1) Legal Name

Last

First

Middle

2) Phone No. () _____ **3) E-mail Address** _____

4) Mailing Address

Street

Apt #

City

State

Zip

5) Best time to contact: _____

6) Position(s) applying for: _____

7) If offered a position, when could you start? _____

8) Are you a US citizen: _____ **Yes / No**

9) If you are not a U.S. citizen, please give U.S. visa status and type:

Proof of citizenship or immigration status will be required upon employment. We are an equal opportunity employer.

EDUCATIONAL HISTORY

10) Type of School	Name and Location of School (give city and state)	Dates Attended From		Did you Graduate ?	Cert/ Degree Received	Major Subject or Course of Study	Grade Pt. Average
High School							
Jr. College/ Tech School							
College or University							

11) Please list any special skills or training you have that are related to the job for which you are applying.

12) Please indicate any professional certificates or licenses:

RECRUITMENT INFORMATION

13) Are you currently employed? ___ Yes ___ No

14) Availability/ Interest of work: ___ Full Time
___ Part Time (Please indicate: Mornings Afternoon Evenings)
___ Temporary (Please indicate dates available _____)

15) Can you travel if a job requires it? ___ Yes ___ No

16) How did you find out about this opportunity? Please check one of the following:

- Just Us Cleaning Services, LLC. employee. Name of employee: _____
- Job Fair/Open House.
- Called or walked in and asked about openings.
- Advertisement/Online . Name of publication/site: _____
- Community Organization. Name of organization: _____
- Government Organization. Name of organization: _____
- Agency. Name of agency: _____

EMPLOYMENT RECORD

REQUIRED – PLEASE FILL OUT COMPLETELY

Beginning with most current employer, please list all past employment and account for any periods between jobs.
(Use blank sheet, if needed.)

Employers may be contacted:

Indicate any other name you are known by to schools or employers:

1. Name of Company				Job Duties	
Street	City	State	Zip		
Dates of Employment From: To:		Last Salary	Check One: Full-Time Part-Time Temporary If temporary, name of agency:		
Job Title		Immediate Supervisor/Phone Number		Reason for Leaving	
2. Name of Company				Job Duties	
Street	City	State	Zip		
Dates of Employment From: To:		Last Salary	Check One: Full-Time Part-Time Temporary If temporary, name of agency:		
Job Title		Immediate Supervisor/Phone Number		Reason for Leaving	
3. Name of Company				Job Duties	
Street	City	State	Zip		
Dates of Employment From: To:		Last Salary	Check One: Full-Time Part-Time Temporary If temporary, name of agency:		
Job Title		Immediate Supervisor/Phone Number		Reason for Leaving	
4. Name of Company				Job Duties	
Street	City	State	Zip		
Dates of Employment From: To:		Last Salary	Check One: Full-Time Part-Time Temporary If temporary, name of agency:		
Job Title		Immediate Supervisor/Phone Number		Reason for Leaving	
5. Name of Company				Job Duties	
Street	City	State	Zip		
Dates of Employment (Show month/year) From: To:		Last Salary	Check One: Full-Time Part-Time Temporary If temporary, name of agency:		
Job Title		Immediate Supervisor/Phone Number		Reason for Leaving	

AFFIRMATIVE ACTION DATA RECORD

- White
- African American
- Hispanic
- Asian/Pacific Islander
- American Indian/Alaskan Native
- Veteran
- Other: _____

- Gender: Male
 Female
 LGBTQ

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

All applicants will be subject to a security clearance.

Signature of Applicant

Date