



APPLICATION FOR EMPLOYMENT

Date / Fecha: _____/_____/_____

Name / Nombre _____

Address / Direccion: _____

E-mail Address / Correo Electronico _____

Home Phone: () _____ - _____

Cell Phone: () _____ - _____

Are you eligible to work in the U.S? / Es usted Elegible para trabajar en EE.UU? ___ Yes ___ No

Are you at least 18 years or older? Tiene al menos 18 Años de edad? Sino, probablemente requiera presentar su autorizacion para trabajar (If no, you may be required to provide authorization to work) ___ Yes ___ No

During the last ten years, have you ever been convicted of a crime other than minor traffic offense? A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime and rehabilitation will be considered. ___ Yes ___ No

Durante los ultimos 10 años, ha sido culpable de algun crimen mayor a ofensas de trafico?? (Una condena no lo descalifica automaticamente para el empleo Mas bien factores como edad, fecha de la condena, la seriedad y naturaleza del crimen tanto como rehanilitacion son consideradas.) ___ Yes ___ No

If yes, please provide details (dates and locations for all convictions) Si la respuesta es SI por favor proporcione los detalles (dias y locaciones de condena

Have you ever been terminated from employment or asked to resign by an employer?Alguna vez ha sido removido y/o terminado de algun empleo? ___ Yes ___ No

If yes, please provide company names and details: Si SI por favor proporcione los detalles:

Can you work any shift? Puede trabajar cualquier horario ___ Yes ___ No. Can you work overtime, including weekends? Puede trabajar tiempo extra incluyendo fines de Semana? ___Yes ___No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Puede usted efectuar las funciones del trabajo por el cual se esta aplicando con o sin alguna acomodacion especial? Yes No

EMPLOYMENT DESIRED

Date you can start: Fecha en la que puede empezar: _____/_____/_____

Position desired /Posicion por la que se aplica _____

Are you currently employed? Esta trabajando acualmente? Yes No. If yes, may we inquire of your present employer? Si es asi podemos contactar a su empleador? Yes No

REFERRAL SOURCE

How did you hear about us? Como supo de nosotros? Walk In Advertisement Referral Other: _____

Have you ever worked for this company before? A trabajado para esta compañía antes? Yes No.

If yes, please explain:Si es asi puede proporcionar detalles?

Do you know anyone who works for our company?Conoce alguna persona que trabaje para la compañía en la actualidad Yes No

If yes, who?Si es asi quien? _____

EDUCATION	Name and Location of School	Number of Years Attended	Degree Received	Subjects Studied/Major
High School				
Trade, Business or Correspondence School				
College or University				

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

Por favor incluya los ultimos siete (7) años de empleos que ha tenido, incluyendo los periodos de desempleo, empezando con el mas reciente para atras. *Informacion incompleta podria descalificarlo automaticamente para la consideracion del trabajo*

From	To	Employer Name	Telephone ()
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	

From	To	Employer	Telephone ()
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	

Do you have any special skills; experience and/or training that would enhance your ability to perform the position applied for? Tiene alguna habilidad especial o entrenamiento que le ayude a incrementar la habilidad para desarrollar el trabajo por el cual esta aplicando?

___ Yes ___ No.

If yes, explain: Si es asi explique

Computer Skills (please describe):Habilidad Compautacional por favor describa _____

REFERENCES Give the names of three persons not related to you, whom you have known at least three (3) years.

Nombre de tres personas que no sean tus familiares, quienes conoces al menos por 3 años

NAME	ADDRESS, PHONE, EMAIL	COMPANY	YEARS ACQUAINTED
1.			
2.			
3.			

Please read carefully before signing:

Southern Janitorial Services is an equal opportunity employer. Southern Janitorial Services does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Southern Janitorial Services to hire me. If I am hired, I understand that either Southern Janitorial Services or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Southern Janitorial Services has the authority to make any assurance to the contrary.

I attest with my signature below that I have given Southern Janitorial Services is true and complete information on this application. No requested information has been concealed. I authorize Southern Janitorial Services to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date: _____ Signature: _____

THIS APPLICATION IS VALID ONLY FOR 120 DAYS FROM THE DATE ABOVE

Por favor lea cuidadosamente antes de firmar:

Southern Janitorial services es una compañía con igualdad de oportunidades de empleo. Southern Janitorial Services no discrimina para empleo basado en raza, color, religion, origen, estatus de ciudadanía, antepasados, edad, sexo, orientacion sexual, estatus marital, fisica o discapacidad mental, estatus military o destituido del servicio militaar.

Entiendo que el completer esta aplicacion o cualquier parte de la consideracion para el empleo establece alguna obligacion para que Southern Janitorial Servives me de el empleo. Si se me diera el empleo, Entiendo que Southern Janitorial Services o yo podemos terminar mi puesto en cualquier momento por cualquier razon, con o sin razon y sin previo aviso. Entiendo que ningun representante de la compañía me puede asugarar lo contrario.

Doy fe con mi firma abajo que he dado a Southern Janitorial Services toda la informacion completa y verdadera en esta aplicacion Ninguna de la informacion requerida ha sido borrad. Autorizo a Southern Jaitorial Services contactar a las referencias que he dado para que hagan un chequeo de referencias de trabajo. Si alguna informacion que brined es falsa, o si ha sido borrada , Entiendo que esto constutuye la causa de negaciondel empleoterminacion imediata

Fecha: _____ Firma _____

ESTA APLICACION ES VALIDA POR 120 DIAS A PARTIR DE LA FECHA DE ARRIBA