



PO Box 492 | Alexandria, MN 56308  
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## EMPLOYEE APPLICATION FORM

**Name:** \_\_\_\_\_

**Birthdate:** \_\_\_\_\_ **Driver's License #:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

1. How did you learn about this job position? \_\_\_\_\_

2. How many hours do you prefer or are available to work per week? \_\_\_\_\_

3. What is your desired hourly rate? \_\_\_\_\_

4. Do you have any specific days you are NOT available? \_\_\_\_\_

5. Do you have a reliable vehicle? [ ] Yes [ ] No

6. Cleaning can be a physically demanding task. Do you have any disabilities that could affect your ability to perform the work required? [ ] Yes [ ] No

If yes, please specify: \_\_\_\_\_  
\_\_\_\_\_

7. Do you have any training or previous job experience that qualifies you for the job of house or office cleaner? [ ] Yes [ ] No

If yes, please specify: \_\_\_\_\_  
\_\_\_\_\_

8. It is our policy to bond each of our employees. Some criminal convictions can affect our ability to purchase a bond. Do you have any criminal convictions? [ ] Yes [ ] No

If yes, please specify: \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY**

Position: \_\_\_\_\_ Date Range of Employment: \_\_\_\_\_

Employer: \_\_\_\_\_ Manager's Name: \_\_\_\_\_

Employer Phone: \_\_\_\_\_ Employer City and State: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\* \* \* \* \*

Position: \_\_\_\_\_ Date Range of Employment: \_\_\_\_\_

Employer: \_\_\_\_\_ Manager's Name: \_\_\_\_\_

Employer Phone: \_\_\_\_\_ Employer City and State: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**PERSONAL REFERENCES**

Please name a personal reference, not including a past employer or family member.

1. Name of employer or company: \_\_\_\_\_

Type of business: \_\_\_\_\_

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

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

The facts set forth in my application are true and complete. I understand that if I am hired, any false statements on this application shall be considered sufficient cause for discharge or legal action.

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

**CRIMINAL BACKGROUND CHECK NOTIFICATION**

As a condition of employment, all offers of employment are contingent upon passing a criminal background check, which may include, but is not limited to, a criminal history record information. Please note that the existence of a criminal record does not necessarily exclude an applicant from employment.

Please sign if you give Touch of Freedom consent to perform a background check and agree to provide an outside agency the necessary information in order to perform such a background check. (This will only be performed on applicants who have been selected for employment.)

Applicant Consent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TO BE COMPLETED UPON HIRING:

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

Social insurance/security number: \_\_\_\_\_