

BOLING JANITORIAL SERVICE, INC.

Employment Application (At-Will)

An Equal Opportunity Employer

A person with a disability or handicap requiring accommodation for completing the application process should notify management as soon as possible

Filing this application does not imply that the applicant will be employed, but rather only that the applicant will be considered in competition with other applicants.

Boling Janitorial Service, Inc. is an Equal Opportunity Employer. It is the Company's policy to afford equal employment opportunity regardless of race, religion, color, national origin, sex, age, marital status, height, weight, disability, or veteran status. Michigan law requires that a person with a disability or handicap requiring accommodation for employment must notify the employer in writing within 182 days after the need is known.

PERSONAL INFORMATION

_____ Date of Application

Name (first, middle, last)

Present Address (street, city, state, zip code)

Home Telephone or Number You Can be Reached at

Business Telephone

Position Desired

Salary/Hourly Rate Desired

Date Available

1. Are you at least 18 years old? Yes No

2. Work Permit No. _____ (if under 18)

3. Positions with Bolding Janitorial Service, Inc. often require after-hours access to customer work sites. Trust and integrity are critical to the success of our business.

Have you ever been convicted of a crime (including misdemeanors)? Yes No

Are there any felony charges pending against you? Yes No

(A "Yes" answer to either question will not automatically disqualify you).

Explain: _____

4. Have you previously been employed by the Company Yes No

If yes, when: _____

Under what name: _____

5. Have you submitted an application to the Company before? Yes No

If yes, when: _____

Under what name: _____

6. List any/all relatives currently employed at the Company.

Complete the following only if the position requires a driver's license:

Driver's License Number: _____

Has your driver's license ever been revoked, suspended, restricted:
If yes, for what reason and for how long? _____

Yes No

List any moving violations during the last three (3) years: _____

EDUCATION HISTORY

Circle last grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Name of High School: _____

GED: _____ State: _____

<u>Schools (include trade schools) attended other than high school</u>	<u>Location (City and State)</u>	<u>Course or Major Studied</u>	<u>Dates Attended</u>	<u>Degree</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EMPLOYMENT HISTORY

List below, beginning with the most recent, ***all*** present & past employment (use a separate sheet of paper if necessary)

<u>Company Name</u>	<u>Company Address</u>	<u>Phone Number</u>
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<u>Position Held/Job Title</u>	<u>Date of Employment</u>
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<u>Name and Title of Immediate Supervisor</u>

<u>Reason for Leaving</u>	<u>Hourly Wage/Salary</u>
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<u>Brief Description of Duties</u>

Company Name

Company Address

Phone Number

Position Held/Job Title

Date of Employment

Name and Title of Immediate Supervisor

Reason for Leaving

Hourly Wage/Salary

Brief Description of Duties

Company Name

Company Address

Phone Number

Position Held/Job Title

Date of Employment

Name and Title of Immediate Supervisor

Reason for Leaving

Hourly Wage/Salary

Brief Description of Duties

If case of emergency, contact:

Name

Address

Telephone

I certify that all of the information furnished on this Application is true, complete and correct. I understand and agree that any falsification, misrepresentation or omission of fact, either on this Application or during the pre-hire process, will be reason for (1) my not being offered employment, or (2) dismissal at any time from the service of Boling Janitorial Service, Inc., if employed.

I understand that consideration for employment at Boling Janitorial Service, Inc., is conditional upon a review of my qualifications, work history, references, etc. I authorize Boling Janitorial Service, Inc., to request and obtain verification that the information given by me on this Application is true, accurate and complete. I understand that such verification may include, but may not be limited to background information pertinent to the position for which I have applied, verification of education, verification of employment history, investigation of criminal history, etc. I therefore authorize my current and all previous employers to cooperate with Boling Janitorial Service Inc., and to release, on a confidential basis, any information they may have concerning me, including information in my personnel record or otherwise known to them, to Boling Janitorial Service, Inc., in connection with my application for employment with Boling Janitorial Service, Inc. I specifically release from liability any current or former employer(s), its agents, representatives, employees, officers, directors, etc., for or on account of their providing/disclosing such information to Boling Janitorial Service, Inc.

I understand and agree that my employment and compensation is for no definite period and may regardless of the time and manner of payment of my wages and salary, be terminated at any time by me or the Company, with or without cause, and with or without any previous notice. I also understand and agree that the Company has the right to unilaterally modify and/or terminate any policies, practices, procedures and standards it has adopted or implemented, to the extent not prohibited by law. I acknowledge that no Company, employee or representative, other than the President, has either the power or authority to enter into any agreement for employment for any specified period of time, or to make any representations or agreements contrary to any of the foregoing, unless that agreement is in writing and is signed by the President. I understand that any prior representations, promises, contracts or statements made by or on behalf of the Company are expressly superseded by the foregoing.

The Immigration Reform and Control Act of 1986 states that employers must require all persons hired to submit documents to the employer showing their identity and their right to be lawfully employed in the United States. It also requires that the employee complete and sign a government form to this effect. I understand that if hired by Boling Janitorial Service, Inc., I will timely furnish documents for inspection that verify my identity and that I am legally permitted to work in the United States. Furthermore, I understand that my employment will be terminated if I fail to timely provide the necessary documents.

As a condition of employment, I agree not to commence any action or suit relating to my employment relationship with Boling Janitorial Service, Inc. more than six (6) months (180 calendar days) after the date of the event or date of termination of employment. Further, I agree to waive any statute of limitation to the contrary.

Dated: _____

Signature

(Applicant's name – printed)