



EMPLOYMENT APPLICATION

Equal Opportunity Employer

7820 Enchanted Hills Blvd
 Suite A, # 366
 Rio Rancho, NM 87144
 505-225-2062
www.carmenscleaners.com

POSITION APPLIED FOR:	Date of Application:
Referred by:	

Please Print and Fill Out Completely

Name:		SS #:
Address:		
City:	State:	Zip:
Home Phone #:	Cell Phone #:	Are you available to work: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Over-time, if asked?
Do you possess a current, valid driver license and acceptable MVR? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you legally eligible for employment in the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No
Were you previously employed by us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?		Date available for employment:
Are you bondable? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been convicted of a felony or any misdemeanor relating to a dishonest act? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>You must list all felonies and all misdemeanors, including but not limited to convictions or guilty pleas relating to dishonest acts, such as shoplifting, embezzlement and robbery.</i> Carmen's Cleaning Service, LLC conducts pre-employment background screen on all applicants for employment. The fact that you have pled guilty to a crime or been convicted will not necessarily prevent you from employment, depending upon all of the circumstances. If you answer yes, you must attach to this application; <ul style="list-style-type: none"> • a written statement explaining the circumstances • a copy of the charging document(s), and a copy of the official document(s) which demonstrates the resolution of the charge(s) or any final judgment. 		

(3) PERSONAL REFERENCES

Name	Address	Phone

List any friends or relatives currently or previously working for us:

Names:

(3) PROFESSIONAL REFERENCES

Name	Address	Phone

EDUCATION – EXPERIENCE - TRAINING

High School:	
Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No	
College:	
Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No	Years completed: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
List any other skills or experience:	

Begin with the most recent employment. Use separate paper if more space is necessary.

Employer Name & Full Address (Street, City, State & Zip)		Telephone Number()	
		Type of Business	
Dates Employed: (Mo/Yr) From: _____ To: _____	Job Title:	Reason for Leaving:	Last Salary:
Supervisor's Name and Title:			
Describe job duties:			

Employer Name & Full Address (Street, City, State & Zip)		Telephone Number()	
		Type of Business	
Dates Employed: (Mo/Yr) From: _____ To: _____	Job Title:	Reason for Leaving:	Last Salary:
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Supervisor's Name and Title:			
Describe job duties:			

Carmen's Cleaning Service, LLC is strongly committed to providing equal employment opportunity for all employees and applicants for employment. All employment decisions at Carmen's Cleaning Service, LLC, including but not limited to those related to recruitment, employment, promotion, transfer, training, working conditions, wages and salary administration, employee benefits, application of policies and employment termination will be made without regard to race, religion, gender, ancestry, sexual orientation, color, sex, age, national origin, disability, or other protected status.

I hereby authorize the Carmen's Cleaning Service, LLC to contact, obtain, and verify the accuracy of information contained in this employment application, including information involving credit worthiness, credit standing, employment history, educational background and criminal background, from all previous employers, educational institutions, credit reporting agencies, public agencies and references. In accordance with the Fair Credit Reporting Act, I specifically consent to the acquisition of such information and acknowledge that I have the right to obtain the consumer report directly from the consumer reporting agency. I also hereby release from liability Carmen's Cleaning Service, LLC, and its representatives for seeking, gathering and using such information to make employment decisions and all other persons or organizations for providing such information.

Applicants who receive a conditional offer of employment at the Carmen's Cleaning Service, LLC will be subject to a post offer drug test. Individuals who test positive for any illegal substance, who test positive for any controlled substance which cannot be substantiated as a currently prescribed medication, or who refuse to undergo testing will be ineligible for employment.

I understand that any misrepresentation or material omission made by me on this employment application will be sufficient cause for cancellation of this employment application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge employment at the Carmen's Cleaning Service, LLC is at-will; there is no specified length of employment and that this employment application does not constitute an agreement or contract for employment. This means that the employee and employer are free to terminate the employment relationship at any time, for any reason; with or without notice and with or without cause, so long as there is no violation of applicable federal or state law.

Only the Members of Carmen's Cleaning Service, LLC have the authority to change the at-will employment relationship and only if done so in writing. Only the Members have the authority to enter into a contract with any employee for a term of employment and only if done so in writing.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days after my being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Date

Applicant's Signature