



Employment Application

Non-profit Job Training Program

Second Chances Cleaning Service considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Please print or type your responses.

General Information

Last Name	First Name	Middle Name
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Street Address	City	State	Zip Code
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Home Telephone #	Work Telephone #	Social Security Number
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Position(s) Applied For _____

Date of Application _____

How did you hear about *Second Chances Cleaning Svs.* _____

Have you ever filed an application with *Second Chances Cleaning Svc. (Baby Bud's)* before (circle one)? Yes No

Have you ever been employed at *Second Chances Cleaning Svc (Baby Bud's)*? Yes No

Are you currently employed? Yes No If so, may we contact your current employer? Yes No

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? Yes No (Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available for work? _____

Are you available to work (circle all that apply): Full Time Part Time Temporary

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No Are you currently addicted to any type of drug or alcohol? Yes No (Conviction or addiction will not necessarily disqualify an applicant from employment.)

If Yes, please explain: _____

Education

Please list your educational achievements.
Include all education, whether or not you earned a degree.

	Name and Address of School	Course Of Study	Years Completed	Diploma Or Degree
Middle School or Junior High				
High School				
Undergraduate College				
Graduate or Professional				
Other (Please Specify)				

Can you speak, read or write a language other than English? If so, please specify: _____

Please describe any specialized training, apprenticeship, skills and extra-curricular activities: _____

If applicable, describe any job-related training you received during military service: _____

Employment Experience

Beginning on the next page, list your employment history, starting with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer <hr/>		Dates Employed From To		
	Address				
	Telephone Number(s)		Hourly Rate/Salary Starting Final		
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer		Dates Employed From To		
	Address				
	Telephone Number(s)		Hourly Rate/Salary Starting Final		
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed From To		
	Address				
	Telephone Number(s)		Hourly Rate/Salary Starting Final		
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed From To		
	Address				
	Telephone Number(s)		Hourly Rate/Salary Starting Final		
	Job Title	Supervisor			
	Reason for Leaving				

If you need more space, please continue on another sheet of paper.

Additional Information

List special job-related skills and qualifications acquired from employment or other experience that you think might be helpful while working at *Second Chances Cleaning Svc* (examples might be computer experience, ability to operate vehicles or machinery, mathematical skills, etc.): _____

Write additional information you feel may be helpful to *Second Chances* in considering your application:

References (Do not include family members.)

1. _____
Name Phone #

Address

2. _____
Name Phone #

Address

3. _____
Name Phone #

Address

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. 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 hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with *Second Chances*. is of an "at will" nature, which means that the Employee may resign at any time and *Second Chances* may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of *Second Chances* I understand, also, that I am required to abide by all rules and regulations of *Second Chances Cleaning Svc.*

Signature of Applicant

Date

Please print completed application and fax to 720-524-3892 or email to info@secondchancesdenver.org

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____ DATE: _____

REMARKS: _____

HIRED: Yes or No _____ REASON: _____ POSITION _____

STARTING WAGES: _____ DATE REPORTING TO WORK: _____