



**F & J Cleaning Service Corporation**  
**Lehigh Acres, Florida 33971**  
**Cell: 239-633-5889**  
**Fax: 239-369-4100**  
**FJcleaningcorp.com**  
**Fjcleaningcorp05@hotmail.com**

**We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, national origin, persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.**

**Personal Information**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Are you at least over 18 years old? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a legal citizen of the United States of America? Yes \_\_\_\_\_ No \_\_\_\_\_

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Language: English \_\_\_\_\_ Spanish \_\_\_\_\_ Both \_\_\_\_\_

**Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid drivers license, birth certificate, green card . . .) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.**

**Position Applied for:** \_\_\_\_\_

Is there any information we will need for your name or use of another name to enable us to check your work record? **Please specify:** \_\_\_\_\_

Have you ever been convicted of a felony? Yes: \_\_ No\_\_. If Yes, please Explain:

Do you have any physical conditions, (such as back pains, carpal tunnel syndrome, or heart problem), that we should consider in determining what types of work to assign you to?  
Yes: \_\_ No: \_\_ If yes, please explain: \_\_\_\_\_

**EDUCATION:**

High School graduate? Yes \_\_\_\_\_ No \_\_\_\_\_ Last grade completed \_\_\_\_\_  
College: \_\_\_\_\_ year completed: \_\_\_\_\_

**GENERAL:**

Ever worked for a cleaning company before? Yes \_\_\_\_\_ No \_\_\_\_\_ When? \_\_\_\_\_  
Where? \_\_\_\_\_ Are you able to travel? Yes \_\_\_\_\_ No \_\_\_\_\_  
Do you have your own transportation? Yes \_\_\_\_\_ No \_\_\_\_\_

**EMPLOYMENT RECORD** (Please include all employment for the last five years.) Failure to list telephone numbers will result in the reference not being contacted.

Present Job: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Address: \_\_\_\_\_ Last pay: \_\_\_\_\_ Phone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ How long? \_\_\_\_\_ May we contact this employer? Yes \_\_\_ No \_\_\_

Present Job: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Address: \_\_\_\_\_ Last pay: \_\_\_\_\_ Phone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ How long? \_\_\_\_\_ May we contact this employer? Yes \_\_\_ No \_\_\_

**Work Availability**

If your application receives a favorable consideration, when will you be able to begin work? \_\_\_\_\_

How many hours would you like to work per week? \_\_\_\_\_

What days of the week would you be available?

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

Time available: From: \_\_\_\_\_ To: \_\_\_\_\_ (Use AM and/or PM)

Do you have any objections to working overtime? Yes \_\_\_\_\_ No \_\_\_\_\_

**APPLICATION BACKGROUND INQUIRY RELEASE**

In connection with my application for employment or proposed contract for services, I understand that investigative background inquiries are to be made on me that may include criminal, vehicle, credit and other reports. These reports may include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. Further, I understand that you may be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities related to my driving, criminal, civil and other experiences. Upon written request, additional information as to the nature and scope of these background checks will be provided.

Signature \_\_\_\_\_

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

**OFFICE USE ONLY**

Date Interview: \_\_\_\_\_ By: \_\_\_\_\_

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