

ServiceMASTER®

Application for Employment

To avoid any delay in consideration of your qualifications, this record must be filled out completely. In case of employment, any false statement will be considered sufficient cause for dismissal. All new employees are hired on a trial basis.

I hereby authorize ServiceMaster or its designated representative to contact my former employer, school, university, college, or any other information source available to them to gather data on me and my business and education life deemed necessary to act on my application for, or continuation of, employment. The information may be gathered by ServiceMaster or any duly authorized investigative reporting or similar type agency. The information may include, but is not limited to, military records, school transcripts, and felony conviction records.

I willingly and freely release and hold absolutely harmless and deny any recourse on my behalf to any person, company, military, agency, school, university, college, or any other individual, agency or institution who releases or provides information to ServiceMaster or its duly authorized representatives.

I further willingly agree without recourse against ServiceMaster, or any of its authorized representatives, to submit to any test not discriminatory and not illegal to further establish my background for personnel records.

I understand that nothing contained in this Application for Employment or in the granting of an interview is intended to create a contract between me and ServiceMaster for either employment or the provision of any benefits. I further understand that if any employment relationship subsequently is established, I will have the right to terminate my employment "at will" at any time, and the Company will have the same right. I understand that "at will" means that either party may terminate the employment relationship for any reason at any time.

If required by job classification and assignment, or in the event I use a personal vehicle during the course of business, I agree to furnish ServiceMaster with certification of automobile insurance, in accordance with existing requirement, within thirty (30) days of employment.

I certify that the information contained in this Application for Employment is correct to the best of my knowledge and understand that misrepresentation of the facts given in this application may be grounds for refusal to hire or grounds for termination of employment.

OUR POLICY, OUR INTENT ...

It is the policy and practice of ServiceMaster to recruit, hire, train and promote qualified applicants without regard to race, color, religion, sex, age, national origin, disability, handicap, veteran status or other areas covered by federal, state, or local fair employment laws and regulations.

It is the intent of ServiceMaster to provide a work place which is free of alcohol and drugs and to take reasonable measures necessary to ensure that use of drugs or abuse of alcohol by employees does not risk the success of ServiceMaster or its operations and will not otherwise affect its employees or its customers.

ServiceMaster recognizes that a successful approach to the problems attendant to drug use or abuse of alcohol require an interaction of education, assistance, deterrents, and discipline. A consistent approach is the central component to the ServiceMaster Controlled Substance and Illegal Drug Abuse Policy. Confidentiality and consistency with legal, safety and security considerations also are fundamental elements of the program.

This application becomes void after 60 days unless renewed.

Date

Signature of Applicant



PERSONAL DATA

Name: _____
First Middle Last

Social Security No.: _____

Home Telephone No. () _____

Any other name, such as nicknames or assumed name, needed to verify the contents of this application _____

Work Telephone No. () _____

Present Address _____
No. Street City State Zip How Long?

Previous Address _____
No. Street City State Zip How Long?

In one word definitions, what does "Service Excellence" mean to you?

OCCUPATIONAL OBJECTIVES

Type of Work Preferred 1. _____ 2. _____

Preferred Hours Full Time Part Time Evening
 Specify days & hours if Part Time _____

Willing to work overtime? Yes No Date Available _____

Desired rate of pay \$ _____

Are you able to perform the essential functions of the job for which you are applying, with or without accommodations?
 Yes No

EDUCATIONAL RECORD

Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

Name of School	State	Dates Attended	Graduate?	Major Study (Degree)	Credit Hrs. Completed	Grade Avg.
High School						
College or University						
Business/Trade School						
Other (specify)						

What subjects did you like best in school? _____

What subjects did you dislike most? _____

Do you type? Yes No WPM: _____ Take shorthand? Yes No

Computer skills/program proficiency _____

What machines can you operate? _____

Professional certifications/licenses _____

List sports/extracurricular activities in school _____

List current hobbies, recreation and leisure activities _____

To what civic or other professional organizations do you belong? (Do not include military, racial, religious, ethnic or labor organizations.) _____

GENERAL INFORMATION

Have you ever been refused bond? Yes No If yes, explain _____

Have you ever been convicted of a felony or other serious offense (other than a traffic violation)? Yes No
If yes, explain _____

Are you bound by or have you signed a noncompete employment agreement? Yes No

Have you previously applied for employment with ServiceMaster or one of its divisions? Yes No When? _____

Have you ever worked for ServiceMaster before? Yes No

Which ServiceMaster Company? _____ Where? _____ When? _____

Who was your supervisor? _____ Why did you leave? _____

Who referred you to ServiceMaster? Ad Employee Relative Walk-in School

Government Employment Agency Private Employment Agency Other
Name of source/individual _____

Relatives employed by any division of ServiceMaster:

Name Occupation/Location Relationship

WORK HISTORY

(Beginning with most recent, list all past employers. Attach additional sheet if necessary to complete work history.)

Name of Company		Type of business	
Business Address (street, city, state)		Business telephone #	
Job title		Immediate Supervisor	
Dates Employed (start - end)		Reason for separation	
Description of Duties			
What did you like most?		What did you dislike most?	
Name of Company		Type of business	
Business Address (street, city, state)		Business telephone #	
Job title		Immediate Supervisor	
Dates Employed (start - end)		Reason for separation	
Description of Duties			
What did you like most?		What did you dislike most?	