

# SERVICEMASTER BY GRIFFING

## WEB APPLICATION FOR EMPLOYMENT

ServiceMaster by Griffing is an Equal Opportunity Employer and EO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age veteran status, or sexual orientation. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

**PLEASE PRINT OR TYPE.** Complete the entire application. You may attach a resume, but you must still complete all questions: or your application will be deemed incomplete and may not be considered. Please fill out each item (don't just indicate "See Resume.") Application with missing information will not be considered for any position.

### APPLICANT INFORMATION

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

City/State \_\_\_\_\_ Other Phone # \_\_\_\_\_

Other names under which you have attended school or been employed: \_\_\_\_\_

### PERSONAL INFORMATION

Are you eligible to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you 18 years or older? \_\_\_\_\_ Yes \_\_\_\_\_ No If NO, what is your current age? \_\_\_\_\_

Have you ever been employed at ServiceMaster by Griffing? \_\_\_\_\_ Yes \_\_\_\_\_ No

If YES, dates of employment & reason for leaving: \_\_\_\_\_

Are you related to any current ServiceMaster by Griffing employee? \_\_\_\_\_ Yes \_\_\_\_\_ No

If YES, their name & relationship to you: \_\_\_\_\_

If required for position, do you have a valid driver's license? \_\_\_\_\_ Yes \_\_\_\_\_ No

If YES, State of issuance, license # & expiration date: \_\_\_\_\_

If hired, would you have transportation to/from work? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a criminal offense (felony or misdemeanor)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If YES, please describe the crime-state nature of crime(s), when & where convicted and disposition of the case: \_\_\_\_\_

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered)

How did you learn about this employment opportunity at ServiceMaster by Griffing?

\_\_\_\_\_ Ad in newspaper \_\_\_\_\_ Job Bulletin/Posting \_\_\_\_\_ Website \_\_\_\_\_ Referral

\_\_\_\_\_ Other:

### EMPLOYMENT POSITIONS

Position Applying For: \_\_\_\_\_

#### Are you applying for:

Temporary Work (summer or seasonal work)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Regular full-time work? \_\_\_\_\_ Yes \_\_\_\_\_ No

Regular part-time work? \_\_\_\_\_ Yes \_\_\_\_\_ No

What days & hours are you available for work? \_\_\_\_\_  
If hired, on what date can you start? \_\_\_\_/\_\_\_\_/\_\_\_\_  
Can you work on the weekends? \_\_\_\_ Yes \_\_\_\_ No  
Can you work evenings? \_\_\_\_ Yes \_\_\_\_ No  
Are you available to work overtime? \_\_\_\_ Yes \_\_\_\_ No

Salary Desired: \$ \_\_\_\_\_

## EDUCATION, TRAINING AND EXPERIENCE

### High School:

School Name: \_\_\_\_\_  
School city, state, zip: \_\_\_\_\_  
Number of years completed: \_\_\_\_\_  
Did you graduate? \_\_\_\_ Yes \_\_\_\_ No  
Degree/diploma earned: \_\_\_\_\_

### College/University:

School Name: \_\_\_\_\_  
School city, state, zip: \_\_\_\_\_  
Number of years completed: \_\_\_\_\_  
Did you graduate? \_\_\_\_ Yes \_\_\_\_ No  
Degree/diploma earned: \_\_\_\_\_

### Vocational School:

School Name: \_\_\_\_\_  
School city, state, zip: \_\_\_\_\_  
Number of years completed: \_\_\_\_\_  
Did you graduate? \_\_\_\_ Yes \_\_\_\_ No  
Degree/diploma earned: \_\_\_\_\_

### Military:

Branch: \_\_\_\_\_  
Rank in Military: \_\_\_\_\_  
Total Years in Service: \_\_\_\_\_  
Skills/duties: \_\_\_\_\_

**Skills:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems & software packages of which you have working knowledge, and note your level of proficiency (basic, intermediate, and expert):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK EXPERIENCE-** Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT complete this information with the notation "See Resume."**

**PLEASE NOTE:** ServiceMaster by Griffing reserves the right to contact all current and former employers for reference information.

Organization Name & Address: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Full Time \_\_\_\_ Part-Time \_\_\_\_  
Dates Employed (most recent position): From: \_\_\_\_ To: \_\_\_\_  
Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_  
Supervisor's Name and Phone #: \_\_\_\_\_  
Primary Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Organization Name & Address: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_  
Dates Employed (most recent position): From: \_\_\_\_\_ To: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_  
Supervisor's Name and Phone #: \_\_\_\_\_  
Primary Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Organization Name & Address: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_  
Dates Employed (most recent position): From: \_\_\_\_\_ To: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_  
Supervisor's Name and Phone #: \_\_\_\_\_  
Primary Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

### REFERENCES

Name: \_\_\_\_\_ Year(s) Known: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Occupation: \_\_\_\_\_

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Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Occupation: \_\_\_\_\_

### **PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize ServiceMaster by Griffing to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of ServiceMaster by Griffing serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to the ServiceMaster by Griffing Retirement System or to an optional retirement program, if applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first THREE MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion during which I may be terminated without right of appeal.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_