

MRS. SPARKLE CLEANING CO.

APPLICATION FOR EMPLOYMENT

Mrs. Sparkle Cleaning Co. is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, disability, or veteran status.

1. PERSONAL INFORMATION

Full Name: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

Are you 18 years of age or older?

Yes No

Are you legally authorized to work in the United States?

Yes No

Do you have a valid Driver's License?

Yes No

Do you have reliable personal transportation to commute to work?

Yes No

2. POSITION & AVAILABILITY

Desired Pay (\$/hr): _____

Date Available: _____

Employment Type:

Part-Time

Full-Time

Flexible / As Needed

Specify your available daytime hours for each weekday:

Monday	Tuesday	Wednesday	Thursday	Friday
AM to PM	AM to PM	AM to PM	AM to PM	AM to PM

3. EMPLOYMENT HISTORY (LAST TWO EMPLOYERS)

Employer 1 (Most Recent)

Company Name: _____

Job Title: _____

Dates: _____

Supervisor & Phone: _____

Reason for Leaving: _____

Employer 2

Company Name: _____

Job Title: _____

Dates: _____

Supervisor & Phone: _____

Reason for Leaving: _____

4. PROFESSIONAL REFERENCES

1. **Name:** _____

Relationship: _____

Phone: _____

2. **Name:** _____

Relationship: _____

Phone: _____

5. ACKNOWLEDGEMENT & AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statements, omissions, or misrepresentations on this application may result in rejection of my application or immediate termination if employed.

I authorize Mrs. Sparkle Cleaning Co. to investigate all statements contained herein and to contact the employers and references listed above to verify my background, character, and qualifications. I release all parties from any liability for damage that may result from furnishing this information.

I understand that this application is not an employment contract. If hired, my employment will be "at-will," meaning that either I or Mrs. Sparkle Cleaning Co. can terminate the employment relationship at any time, with or without cause, and with or without prior notice. I acknowledge that a conditional offer of employment may be contingent upon successfully passing a background check and driving record review.

**Applicant
Signature:** _____

Date: _____

MRS. SPARKLE CLEANING CO.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Mrs. Sparkle Cleaning Co. ("the Company") may obtain a "consumer report" and/or an "investigative consumer report" about you for employment purposes. These purposes may include hiring, placement, promotion, retention, or re-assignment as an employee.

These reports may contain information regarding your character, general reputation, personal characteristics, and mode of living. The types of information that may be obtained include, but are not limited to: criminal history records, public court records, driving records/motor vehicle reports (MVR), verifications of prior employment, and verification of education.

The information will be obtained from public record sources, previous employers, and official consumer reporting agencies.

You have the right, upon written request made within a reasonable time after receipt of this notice, to request a disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history.

Missouri Applicants Only: You have the right to request a copy of your consumer report directly from the consumer reporting agency utilized by the Company.

Applicant Signature: _____

Date: _____

Printed Name: _____

MRS. SPARKLE CLEANING CO.

AUTHORIZATION FOR BACKGROUND INVESTIGATION

By signing below, I acknowledge receipt of the standalone document entitled **DISCLOSURE REGARDING BACKGROUND INVESTIGATION** and certify that I have read and understand its contents.

I hereby authorize **Mrs. Sparkle Cleaning Co.** ("the Company") to obtain consumer reports and/or investigative consumer reports at any time after receipt of this authorization and throughout my employment, if applicable, for employment purposes, to the extent permitted by law.

I understand that the Company's background check process includes searching local, county, state, and federal criminal databases, sex offender registries, and motor vehicle records/driving histories.

I authorize previous employers, public authorities, courts, law enforcement agencies, and consumer reporting agencies to provide any information requested to the Company or its background screening provider. I release all individuals and entities from any liability for providing this information.

IDENTIFYING INFORMATION FOR BACKGROUND CHECK PROCESSING

The information requested below is used strictly for the purpose of accurately running a background check and will not be used in evaluating your qualifications for employment.

Full Legal Name:	(First, Middle, Last)		
Other Names Used:	(Maiden, aliases, etc.)		
Date of Birth:	(MM/DD/YYYY)	SSN:	(###-##-####)
Driver's License #:		State Issued:	

Applicant Signature:	_____	Date:	_____
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Submission Guide for Applicants:

Please ensure you complete and sign all three pages (the Application, the Disclosure, and the Authorization). Once completed, you can scan and email these files back to us, or print out physical copies to return directly during your interview process.