



Harter's Quick Clean-Up General Application

General Information

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		Zip	
Home Phone			Cell Phone		
E-Mail Address					
Position Applying For			Date Available		Desired Salary
Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If no, are you authorized to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Have you ever been employed with Harter's before? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If Yes, When?					
Do you have any friends or relatives employed by this company? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If Yes, Who?					
Are you currently on "lay off" status and subject to recall? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Are you able to perform all of the essential functions of a job for which you are applying with or without reasonable accommodations? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If hired, are there any accommodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If Yes, please explain:					
Have you ever been convicted of a felony or misdemeanor? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>					
If Yes, please explain when and what?					
If hired, do you have a reliable means of transportation to and from work? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If hired, would you be able to work overtime as needed? Yes <input type="checkbox"/> No <input type="checkbox"/>					

A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question.

Do you consent Harter's Quick Clean Up to conduct a background check on you? Yes No

Education

	Name and Address of School	Course of Study	Total Years of Study	Degree/ Diploma
High School				
Undergraduate College				
Graduate / Professional				
Other (Specify)				

List any seminars, classes or other education not listed above which may help qualify you for this position:

Employment History

List below all present and past employers over the past 7 years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. **May we contact your current employer?** Yes No

Employer (Current Yes <input type="checkbox"/> No <input type="checkbox"/>)		Start Date	End Date
Address	City, State, Zip		
Phone Number	Fax Number	Starting Salary	Ending Salary
Supervisor(s)	E-Mail Address of Supervisor		
Job Positions(s)			
Essential Job Functions of Final Position:			
1.			
2.			
3.			
Reason(s) for Leaving			
What value did you add to this company or customer?			

Employer (Current Yes <input type="checkbox"/> No <input type="checkbox"/>)		Start Date	End Date
Address	City, State, Zip		
Phone Number	Fax Number	Starting Salary	Ending Salary
Supervisor(s)	E-Mail Address of Supervisor		
Job Positions(s)			
Essential Job Functions of Final Position: 1. 2. 3.			
Reason(s) for Leaving			
What value did you add to this company or customer?			

Employer (Current Yes <input type="checkbox"/> No <input type="checkbox"/>)		Start Date	End Date
Address	City, State, Zip		
Phone Number	Fax Number	Starting Salary	Ending Salary
Supervisor(s)	E-Mail Address of Supervisor		
Job Positions(s)			
Essential Job Functions of Final Position: 1. 2. 3.			
Reason(s) for Leaving			
What value did you add to this company or customer?			

Employer (Current Yes <input type="checkbox"/> No <input type="checkbox"/>)		Start Date	End Date
Address	City, State, Zip		
Phone Number	Fax Number	Starting Salary	Ending Salary
Supervisor(s)	E-Mail Address of Supervisor		
Job Positions(s)			
Essential Job Functions of Final Position: 1. 2. 3.			
Reason(s) for Leaving			
What value did you add to this company or customer?			

Employer (Current Yes <input type="checkbox"/> No <input type="checkbox"/>)		Start Date	End Date
Address	City, State, Zip		
Phone Number	Fax Number	Starting Salary	Ending Salary
Supervisor(s)	E-Mail Address of Supervisor		
Job Positions(s)			
Essential Job Functions of Final Position: 1. 2. 3.			
Reason(s) for Leaving			
What value did you add to this company or customer?			

References

List below three persons not related to you who have knowledge of your work performance with in the last 5 years

Name		Occupation	
Company Name		Address	
Telephone	E-Mail		Relationship & Years Acquainted
Name		Occupation	
Company Name		Address	
Telephone	E-Mail		Relationship & Years Acquainted
Name		Occupation	
Company Name		Address	
Telephone	E-Mail		Relationship & Years Acquainted

Please read each statement closely and initial each acknowledging your understanding

Equal Employment Opportunity Statement

This Company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Company desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company. **Initial** _____

Discrimination and Sexual Harassment Policy Statement

This Company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. **Initial** _____

Complete and Accurate Information

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. **Initial** _____

At-Will Employment

I understand and agree that if I am employed, my employment will be “at-will”, which means that the Company may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the Company will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superceded and that no promise or representation contrary to the foregoing is binding on the Company unless made in writing and signed by the Company’s president. **Initial** _____

Testing Authorization

If offered a position with the Company, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by the Company as a condition of employment. **Initial** _____

Investigation Authorization

I authorize investigation into all statements and references contained in this application. Said investigation may include credit, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background. **Initial** _____

Company Obligation

I understand and agree that the Company’s acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that the Company is under no obligation to hire me as the result of accepting this completed application. **Initial** _____

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE COMPANY.

I also agree and understand that any misrepresentations or omissions of information or facts given on this form shall be considered an act of falsification. I agree and understand that carrier or its agents may investigate any and all information given on this from to determine it validity. I understand that all employment history information from previous employers will be used by the carrier only as part of decided whether to hire me. If hired, I agree to abide by all rules and policies of this employer.

Signature

Date