

REFERENCES

(NAME 4 PERSONS OTHER THAN RELATIVES, FORMER EMPLOYERS. INCLUDE WHAT YOUR AFFILIATION IS WITH THEM, ADDRESS & PHONE NUMBERS)

NAME AFFILIATION	ADDRESS	PHONE
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you done any of the following:

Swept-- Yes _____ No _____ If yes, with what? _____
Mopped- Yes _____ No _____ If yes, with sponge _____ rag _____
Carpet Cleaned Yes _____ No _____ If yes, with what method? _____
Window Cleaned Yes _____ No _____ If yes, how? _____
& with what products? _____

Disinfected restroom Yes _____ No _____ Commercial Yes _____ No _____
Residential Yes _____ No _____

Stripped floors Yes _____ No _____
Finished floors Yes _____ No _____
Used a high speed burnisher Yes _____ No _____
Used a buffer Yes _____ No _____
Have you ever team cleaned? Yes _____ No _____
Have you cleaned professionally or on your own? _____

Have you been trained? Yes _____ No _____

Explain _____

Operated a calculator Yes _____ No _____
typewriter Yes _____ No _____
computer Yes _____ No _____

If yes, what programs have you worked with?

Have you used a multi-line phone Yes _____ No _____

have you ever done telemarketing Yes _____ No _____

List any other secretarial work.

Are you currently advertising to clean? yes _____ no _____

Are you currently cleaning for someone else? yes _____ no _____

Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes _____

No _____

Has any license, permit or privilege ever been suspended or revoked? Yes _____ No _____

If the answer to either of the previous questions is yes, attach a statement giving details.

Have you ever been convicted of a crime other than minor traffic violations? Yes_____ No_____

If yes, explain fully. a criminal conviction will not necessarily be a bar to employment. Any relevant factors such as age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Equal Employment Opportunity Policy:

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

I authorize investigation of all statements contained in the attached application. I understand that misrepresentation or omission of facts called for is cause for dismissal.

Signature _____

Date _____