

Heaven Scent Maintenance

Job Application Form

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

Personal Information:

First Name _____

Middle Name _____

Last Name _____

Street Address _____

City, State, Zip Code _____

Phone Number (____) _____ Cell Do you text? ____ Yes ____ No

Email: _____

Birthday _____

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

S.S. # _____ Visa or Work # _____

Are you at least 21 years of age Yes _____ No _____

Have you been convicted, have felony or misdemeanor charges within the last five years?
Charges Pending? Yes _____ No _____

If yes, please explain:

POSITION/AVAILABILITY:

Position Applied For

___ Construction ___ Painting ___ Service ___ HVAC

Days/Hours Available

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Saturday's Only _____

What date are you available to start work? _____

Do you have your own transportation _____ Yes _____ No

Any Physical Problems: _____

EMPLOYMENT HISTORY:

Present **Or** Last 2 Jobs:

Employer: _____

Address: _____

Supervisor/Manager: _____

Phone: _____

Position: _____

Beginning Work Date: _____ Ending Work Date: _____

Responsibilities: _____

Salary: Hourly _____ Weekly _____

Reason for Leaving: _____

Employer: _____

Address: _____

Supervisor/Manager: _____

Phone: _____

Position: _____

Beginning Work Date: _____ Ending Work Date: _____

Responsibilities: _____

Salary: Hourly _____ Weekly _____

Reason for Leaving: _____

References: Name/Title & Phone Number

List your abilities/skills etc...

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date _____

Office Use:

Date of Interview _____

Position Available _____

Contacts Made _____

Hired _____ Will Keep in Mind _____

Date to Begin Work _____

Copy of Drivers License _____ NC _____ SC # _____

Copy of SS _____ Copy of Work Visa/Papers _____

Interviewer _____

Comments: _____

Start Pay \$ _____

Date _____