



PO Box 2383
 Malta, NY 12020
 (518) 605-9024

Employment Application

As an Equal Opportunity Employer, S&L Cleaning Service (“S&L”) will not discriminate in its employment practices due to an applicant’s race, color, creed, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, transgender status, age, national origin, marital status, citizenship, physical and mental disability, criminal record, predisposing genetic characteristics/genetic information or carrier status, domestic violence victim status, veteran status, ancestry, ethnic group identification, ethnic group background, traits historically associated with race, or any other characteristics protected under applicable law.

If you have any questions about this application, please contact shannon@sl-cleaning.com or at (518) 605-9024 before submitting the completed application.

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		Zip	
Phone		E-mail Address			
Mailing Address (Only Required if Different from Physical Address)					
Street Address			Apartment/Unit #		
City		State		Zip	
Location(s) & Position(s) applied for:				Full-time	Part-time
Desired Salary:					
Are you currently employed?		YES	NO	If Yes, may we contact your current employer?	
				YES	NO
On what date are you available to work?			Are you on a layoff or subject to recall?		YES NO
					YES NO
Are you legally eligible to work in the United States? YES NO <i>(If hired you will be required to show proof of eligibility to work in the United States in accordance with the Immigration Reform and Control Act of 1986.)</i>					
Are you above the legal minimum employment age? YES NO <i>(If a job has a minimum age requirement, you may be required to submit proof of age.)</i>					
Have you ever worked for S&L before?		YES	NO	If so, when?	
Have you ever applied to S&L before?		YES	NO	If so, when?	Position(s) applied for:
Can you travel if the position you are applying for requires it?		YES	NO		
Do you have a valid driver’s license to operate a motor vehicle?		YES	NO		
Do you have any pending arrests/charges against you at this time? YES NO					

Have you ever been convicted of a crime? YES NO

If YES, list all misdemeanors and felonies, including date(s), offense(s) and disposition(s). Attach an additional sheet, if necessary. Do not list arrests that were dismissed against you or criminal convictions under a youth offender status or convictions that have been sealed under New York's Criminal Procedural Law. A conviction(s) will not automatically disqualify an applicant from employment.

How did you learn about our employment opportunities?

If you chose Other, please list here:

If referred by employee, give employee name:

EDUCATION

NAME OF SCHOOL	CITY/STATE	DID YOU GRADUATE?	IF NO, # OF YEARS LEFT TO GRADUATE	DEGREE RECEIVED	MAJOR
High School:		Yes No			
GED:		Yes No			
Other School:		Yes No			
College:		Yes No			
College:		Yes No			
College:		Yes No			

LICENSURE/CERTIFICATION(S)

TYPE	SUBJECT/FIELD/AREA/CERT NO.	EFFECTIVE DATE	EXPIRATION DATE

PROFESSIONAL REFERENCES: Please provide the name, addresses and telephone numbers of *at least three references* not related to you.

Full Name		How do you know this reference
Company, if applicable		Phone
Email Address		
Full Name		How do you know this reference
Company, if applicable		Phone
Email Address		
Full Name		How do you know this reference

Company, if applicable		Phone
Email Address		

PREVIOUS EMPLOYMENT: Please detail work history. Begin with your most recent employer. If you held multiple positions with the same organization, detail each position separately. Please explain any gaps in employment. *Do not complete this information with the notation "See Resume."*

Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your supervisor for a reference?	YES	NO

Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?	YES	NO

Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?	YES	NO

APPLICANT STATEMENT, RELEASE, SIGNATURE AND DATE

Review all of your responses to the questions on this application before submitting.

In making this application for employment, I certify the information on this application and any supporting documents (e.g. resume/cover letter) is/are accurate and complete. I understand and agree that:

- I am required to fully complete this form.
- My application for employment may be denied or my employment may be terminated if I make any misrepresentations or omissions of fact on this form, in supporting documents, during interviews, or at any time during the recruitment/interview process or during my employment.

Any offer of employment I may receive from S&L Cleaning is contingent upon successful completion of the pre-employment screening process, including a background check, receiving references that it considers satisfactory, and the provision of appropriate evidencing legal eligibility for

employment in the United States, as required by law.

In processing my employment application for employment, the Company may verify all the information provided by me, or may secure or have prepared an investigative consumer report for this purpose concerning my prior employment, education, general reputation, and personal characteristics. The consumer report or other reports may include, but not be limited to, any of the following: Department of Motor Vehicle records, criminal convictions, pending cases, civil cases, current and prior employment verification, education verification, personal identity verification and sex offender registry. In addition, I understand I will be required to complete the appropriate forms for S&L Cleaning or its Third-party consumer reporting agency to be able to conduct the various and required pre-employment background checks. I further understand that if I am hired by S&L Cleaning, it reserves the right to conduct additional investigative reports as a requirement of maintaining my employment.

NOTE: Applicants in New York State, upon written request, will also be provided with the name and address of the Third-party consumer-reporting agency from which the Company requested a report, and may also inspect and receive a copy of this report by contacting the Third-party consumer-reporting agency directly.

If I am offered employment, in consideration of that employment, I agree to comply with the policies, rules, regulations, and procedures of S&L Cleaning. I also understand my employment is "at will" and either the Company or I can end my employment with or without cause, notice, or reason, at any time. It is further understood this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Company. If at any point I am given an employee handbook, I understand it does not constitute an employment contract and represents only guidelines to be applied at the discretion of S&L. In addition, S&L Cleaning reserves the right to modify, amend, suspend, or terminate any policies, practices or benefit programs in such handbook at any time.

Release: I hereby authorize and request all of my present and former employers and those individuals I have listed as references to furnish information about my employment record, including a statement of the reason for termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them and their authorized agents, and all persons and organizations from any and all liability for damages arising from furnishing the requested information. I also authorize and request (1.) the Registrar/Placement Office of all educational institutions attended to release an official copy of my transcript and, if available, faculty appraisals; and (2) any appropriate licensing/credentialing board to release full information concerning my licensure status and my licensure history.

Signature

Date

IF YOU ARE ELECTRONICALLY SUBMITTING THIS APPLICATION, APPLY YOUR ELECTRONIC SIGNATURE TO THIS FORM BY CHECKING THE ELECTRONIC SIGNATURE AND ACCEPTANCE BOX BELOW. BY DOING SO, YOU HEREBY CONSENT AND AGREE THAT YOUR USE OF A KEY PAD, MOUSE, OR OTHER DEVICE TO CHECK THE ELECTRONIC SIGNATURE AND ACCEPTANCE BOX CONSTITUTES YOUR SIGNATURE, ACCEPTANCE, AND AGREEMENT AS IF ACTUALLY SIGNED BY YOU IN WRITING AND HAS THE SAME FORCE AND EFFECT AS A SIGNATURE AFFIXED BY HAND.

AUTHORIZED REPRESENTATIVE'S ELECTRONIC SIGNATURE AND ACCEPTANCE. 