

rembrandt

Commercial Cleaning

APPLICATION FOR EMPLOYMENT

Qualified applicants receive equal consideration. No inquiry is made for the purpose of excluding any applicant due to race, creed, color, national origin, religion, age, sex, handicap, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law. **WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

PLEASE PRINT AND ANSWER ALL QUESTIONS

| | | | |
|-----------------------------|-------|-----------------------|----------------------------|
| Name: First Middle In. Last | | | Date of Application: |
| Street Address | | Home Telephone () | |
| City | State | Zip Code | Alternate Telephone () |
| Social Security Number | | | Email Address |

POSITION APPLIED FOR: _____ DESIRED PAY RATE: \$ _____

Applying for: Full-time Part-time Days Nights How would you get to work? (car, bus or ride?): _____

Are you currently employed? YES NO If yes, what hours and days do you work? _____

Referred by : employee _____ newspaper _____ other _____

Have you been previously employed by this company? YES NO If yes, when? _____

Other names under which you have worked or attended school? _____

List any job related courses, seminars, specialized training, or personal accomplishments which you believe may be an indication of your professional abilities: _____

Are you legally authorized to work in the U.S.? YES NO
(NOTE: You will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents.)

Are you at least 18 years of age? YES NO

Can you perform the essential functions of the position for which you are applying? YES NO (If you have any question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer) If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job? _____

A TRUTHFUL ANSWER TO THE FOLLOWING QUESTION WILL NOT BAR CONSIDERATION FOR EMPLOYMENT.

Have you ever been convicted of a crime? YES NO . If "Yes", state where, when, and nature of the offense. (This information will be reviewed in light of the duties related to the job sought). _____

*** Please Continue On The Reverse Side ***

| | | | |
|---------------------|---------------|-----------------------------------|--------------------------------|
| FOR OFFICE USE ONLY | | | |
| Emp. #: _____ | PIN #: _____ | Acct #: _____ Acct: _____ | Manager: _____ Pay Rate: _____ |
| Hire Date: _____ | O date: _____ | Days/Hrs: _____ | TK: _____ |
| B.Date: _____ | N.H.: _____ | Pd. O: _____ I-9: _____ EEO _____ | Payroll: _____ |

Employment History (start with most recent; use separate sheet if necessary)

| | | | |
|--|--|------------------|--------------|
| Name of Employer: | | Telephone () | |
| Employer Address: | | | |
| Job Title: | | Department: | Hours/Week: |
| Name of Immediate Supervisor: | | Starting Date: | Date Left: |
| Description of Duties: | | | |
| Reason for Leaving: | | Salary – Start | Salary – End |
| If currently employed, may we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Name of Employer: | | Telephone () | |
| Employer Address: | | | |
| Job Title: | | Department: | Hours/Week: |
| Name of Immediate Supervisor: | | Starting Date: | Date Left: |
| Description of Duties: | | | |
| Reason for Leaving: | | Salary – Start | Salary – End |
| Name of Employer: | | Telephone () | |
| Employer Address: | | | |
| Job Title: | | Department: | Hours/Week: |
| Name of Immediate Supervisor: | | Starting Date: | Date Left: |
| Description of Duties: | | | |
| Reason for Leaving: | | Salary – Start | Salary – End |
| Name of Employer: | | Telephone () | |
| Employer Address: | | | |
| Job Title: | | Department: | Hours/Week: |
| Name of Immediate Supervisor: | | Starting Date: | Date Left: |
| Description of Duties: | | | |
| Reason for Leaving: | | Salary – Start | Salary – End |

READ CAREFULLY BEFORE SIGNING

I certify that the above information is true and complete to the best of my knowledge, without omission of any consequence. I agree that any misrepresentation, false statement, or omission, made by me with respect to the information contained in this application shall be sufficient cause to terminate my employment. I agree that any offer of employment, and acceptance thereof, does not constitute a binding contract of any length, and that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of the employer or myself. I agree to conform to the rules and regulations as set forth by this organization.

READ AND UNDERSTOOD: _____ DATE: _____
 (Signature of Applicant)

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Employment Authorization For Release of Information

In preparation for conducting investigations concerning your eligibility of employment, we request that you authorize us to receive verification of information that you supplied in your application. As part of our hiring background and investigation, we may obtain consumer reports or prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights Under the Fair Credit Reporting Act. The following information will be considered voluntary. Please fill in the necessary information as to your acceptance of such investigations.

Applicant Information: (PLEASE PRINT)

First Name: _____ Middle Init: _____ Last Name: _____

Other names under which you are known, have gone by, maiden name, etc.: _____

Date of Birth: _____ Social Security Number: _____

Current Phone Number (Day Time / Night Time): _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Driver's License Number: _____

(Only if driving company vehicles. Not needed for general cleaners)

Applicant Authorization and Release for Background Check

"Permission is hereby granted to obtain verification of the statements made in any form for the sake of employment. I authorize both Rembrandt Commercial Cleaning and IntelliCorp Records, Inc. (on behalf of Rembrandt Commercial Cleaning) to run and provide to me a copy (if desired) of my background check ordered by Rembrandt. This may include my employment history, education verification, general character or reputation, work experience, driving history, criminal history, credit history, and such other information that may be required. I authorize the release of any and all information, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing this information. Should my services be terminated after accepting employment, it is understood that the company may supply to any prospective employer my records, with no liability attaching to the company or any of its representatives."

This authorization shall continue in effect until revoked by the undersigned in a subsequent writing delivered to Rembrandt. A photocopy of this authorization will be considered as acceptable for authorization purposes.

Signature: _____

Date: _____

Rembrandt Commercial Cleaning 20900 Swenson Drive Ste 250 Waukesha, WI 53186

#: 262-798-1038

Fax #: 262-798-1149

Email: becky.b@rembrandtcleaning.com

Telephone



**PRE-EMPLOYMENT DRUG/ALCOHOL TESTING
CONSENT AND RELEASE FORM**

There are certain positions within Rembrandt that require pre-placement drug/alcohol testing. These positions are those dictated by certain Rembrandt clients to include such testing, as well as those Rembrandt deems necessary (ie. driving or managerial positions mainly.)

As an applicant for employment by Rembrandt Commercial cleaning, I hereby consent to submit to a drug or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis, as shall be determined by Rembrandt in order to meet with their policy regarding the selection of applicants for employment.

I further authorize and give full permission to have Rembrandt and/or its authorized agents and physicians to send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to Rembrandt. I further agree to and hereby authorize the release of the results of said tests to Rembrandt.

I understand that it is the current use of illegal drugs that would prohibit me from being employed at Rembrandt.

I further agree to hold harmless Rembrandt and its agents and physicians from any liability arising in whole or part, out of the collection of specimens, testing, and use of the information from said testing in connection with the Rembrandt's consideration of my application of employment.

I further agree that a reproduced copy of this pre-employment consent and release form shall have the same force and effect as the original.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

APPLICANT:

Print Name: _____

Signature: _____ Date: _____