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## APPLICATION FOR EMPLOYMENT

Quick & Clean Inc. is committed to the principle of equal opportunity in employment. We do not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its corporation. Should an applicant need reasonable accommodation in the application process please notify Quick & Clean staff.

### GENERAL INFORMATION

Date: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Referral Source:  Friend  Relative  Indeed  Quick & Clean website  Craigslist  
 Internet Search  Other \_\_\_\_\_

Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last Name First Name Middle Name Month / Day / Year

Address: \_\_\_\_\_  
Number Street City State Zip

Phone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Have you ever filed an application with Quick & Clean before?  Yes  No If yes, give date: \_\_\_\_\_

Are you currently employed?  Yes  No \_\_\_\_\_

If yes, may we contact your current employer(s)?  Yes  No Explain: \_\_\_\_\_

Are you 18 years of age or older?:  Yes  No \_\_\_\_\_

Are you a U.S citizen or approved to work in the United States?:  Yes  No \_\_\_\_\_

If hired, are you legally eligible for employment in the United States?  Yes  No \_\_\_\_\_  
(Proof of legal work status will be required upon employment)

Employment desired:  Full-Time  Part-Time  Temporary Explain: \_\_\_\_\_

When are you available to start? \_\_\_\_\_

Salary desired?: \_\_\_\_\_

Shifts available to work:  Days  Evenings  Nights  Weekends \_\_\_\_\_

Do you have reliable transportation?  Yes  No \_\_\_\_\_

Do you share a vehicle?  Yes  No \_\_\_\_\_

Are you a "recreational" Drug User?:  Yes  No \_\_\_\_\_

**CRIMINAL BACKGROUND**

No applicant will be denied employment solely based on the ground(s) of convictions of criminal offenses. Quick & Clean will evaluate the; honesty of the applicant, nature of the offense(s), dates of the offense(s), including details that affect the description of the event, and the surrounding circumstances and the relevance of the offense(s) to the position(s) applied for maybe considered.

Will you consent to a mandatory ten (10) panel drug screening?:  Yes  No \_\_\_\_\_

Are you currently on Probation?:  Yes  No \_\_\_\_\_

Have you ever been convicted of a Misdemeanor Crime?:  Yes  No \_\_\_\_\_

Have you ever been convicted of a Felony Crime?:  Yes  No \_\_\_\_\_

Will you consent to a mandatory background investigation?:  Yes  No \_\_\_\_\_

**RELEASE OF INFORMATION / CRIMINAL INQUIRIES**

I, \_\_\_\_\_, authorize Quick & Clean Inc., to make; criminal history inquiries  
(PRINT NAME)

and background checks on me for the purposes of assessing my qualifications for employment.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PHYSICAL CAPABILITY**

At Quick & Clean Inc., you're part of our family, and as a Team Member we'd like to explain the physical demands of this position prior to you making the decision to join our Team. A **CLEANING SPECIALISTS** primarily work in the "professional office building environment". While performing the duties of this position, Team Members may be regularly exposed to the vapors/fumes/fragrances and/or airborne particles from cleaning product and/or from the environment you are working in. Team Members may also be exposed to moving mechanical machines, vibrations and loud noises, moving about in tight quarters, and Team Members are occasionally exposed to outside weather conditions. \*Note: Quick & Clean Inc., complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants to perform essential functions.

Are you physically capable of, and without causing any additional damage to any existing injury, or without causing any new injuries; ability to;

1. Stand and walk for long periods of time?:  Yes  No \_\_\_\_\_
2. Repetitive bending over at the waist?:  Yes  No \_\_\_\_\_
3. Repetitive kneeling at the knees?:  Yes  No \_\_\_\_\_
4. Reach over your head?:  Yes  No \_\_\_\_\_
5. Twist your torso?:  Yes  No \_\_\_\_\_
6. Climb and descend flights of stairs?:  Yes  No \_\_\_\_\_
7. Carry loads of approximately 40Lbs.?:  Yes  No \_\_\_\_\_
8. Repetitive arm movement, push and pull equipment?:  Yes  No \_\_\_\_\_
9. Exposure to cleaning chemicals?:  Yes  No \_\_\_\_\_
10. Exposure to latex gloves?:  Yes  No \_\_\_\_\_

11. Exposure to dust?:  Yes  No \_\_\_\_\_

12. Driving at night?:  Yes  No \_\_\_\_\_

Do you require any special accommodations that Quick & Clean can offer, for you to perform job tasks?  Yes  No

\_\_\_\_\_

**SAFETY IN THE WORK PLACE**

On the job accident prevention is the responsibility of all Quick & Clean Team Members. Team Member must immediately correct and/or report any unsafe condition or practice that he or she may observe. Each Team Member is responsible for the prevention of accidents. Negligence, lackadaisical and carelessness are no excuse for an unsafe environment, all Quick & Clean Team Members shall remain diligent and proactive to prevent accidents. Initials: \_\_\_\_\_

I consider myself someone who can recognize workplace "Hazards" and will alert others of the Hazard.  Yes  No

Give at least two (2) examples of workplace Hazard; \_\_\_\_\_

\_\_\_\_\_

**JOB SKILLS/QUALIFICATIONS**

Please list the skills and qualifications you possess for this position with Quick & Clean.

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION AND TRAINING**

**High School**

Name	City and State	Year Graduated	Degree Earned
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**College/University**

Name	City and State	Year Graduated	Degree Earned
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**Vocational School / Specialized Training**

Name	City and State	Year Graduated	Degree Earned
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**MILITARY SERVICE**

Are you or were you a member of the Armed Services?:  Yes  No \_\_\_\_\_

What Branch of the Military did you enlist?: \_\_\_\_\_

What was your Rank at discharge?: \_\_\_\_\_

What was your Discharge Classification?: \_\_\_\_\_

How many years did you serve in the military?: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**REFERENCES**

Please list three (3) personal and/or professional references;

\_\_\_\_\_  
Name Contact Information

\_\_\_\_\_  
Name Contact Information

\_\_\_\_\_  
Name Contact Information

**DRIVER'S LICENSE**

Do you have a driver's license?:  Yes  No Identification Card?:  Yes  No

Driver's license Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration: \_\_\_\_\_

**RELEASE OF INFORMATION / PAST EMPLOYERS**

I, \_\_\_\_\_, authorize Quick & Clean Inc., to make inquiries of my former  
(PRINT NAME)  
employer(s) regarding my past employment record(s), including dates of employment, salaries, performance evaluation(s), etc.,  
for the purposes of assessing my qualifications for employment with Quick & Clean Inc.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**WAIVERS AND DISCLOSURES**

Please read each section carefully and sign where indicated.

**AT-WILL EMPLOYMENT / PROBATIONARY PERIOD**

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment, or a promise of future benefits by Quick & Clean Inc., an at-will employer. Initial: \_\_\_\_\_

I understand and agree that, if hired, my employment is "at-will" in nature and I may be terminated, with or without cause, at any time, by either myself or Quick & Clean Inc. Initial: \_\_\_\_\_

I understand and agree that, my conduct, performance, tardiness, breach of policy, un-reported absences (no-shows), client misconduct, complaint, etc., may result in being placed on a 30 day probationary period. Being placed on a 30 day probationary period is affording the employee the opportunity resurrect the issue(s) for which initiated the 30 day probationary period. Initial: \_\_\_\_\_

**APPEARANCE / UNIFORM / ATTITUDE**

The Quick & Clean Inc., uniform policy is designed to ensure that all Team Members provide a consistent professional appearance and demeanor to all our customers and colleagues. Our appearance and polite demeanor reflects on ourselves and our Team Members with Quick & Clean. The goal is to maintain a professional appearance and not to disappointed customers, clients, or colleagues.

1. Quick & Clean Inc., Photo Identification Badge. Visibly displayed at all times. (lanyard)
2. Team Members are all required to wear the Gray Uniform Shirt neatly tucked into pants. (Hats are optional)
3. Team Members are required to wear Navy Blue or khaki, long or short pants, scrubs. \*Blue Jeans are acceptable.
4. Team Members are required to wear closed toe shoes. (Non-Skid Preferred) No sandals or flip flops, etc.
5. Hair should be clean, combed, and neatly trimmed or arranged. Beards and goatees should be neatly trimmed. Non-traditional hair colors kept to a professional appearance.
6. While representing Quick & Clean Inc., at all times, all Team Members shall conduct themselves in a professional manor, be polite, be friendly, be open and caring to our clients questions and concerns.
7. Cell Phone voice usage or texting shall be extremely limited, the reason for the call/text shall be explainable. The call/text shall never be in view of clients. Earbud music is the only acceptable form of listening to music.

Initials: \_\_\_\_\_

**NON-REPORTED ABSENCES / NO-SHOWS / FAILURE TO REPORT TO WORK / TARDINESS**

I understand that for the duration of employment with Quick & Clean Inc., I shall properly notify Management Staff of my intent to take any time off from which I have been scheduled to work. I understand that if I fail to properly report my absence in a timely manner, if I am tardy to work, If I fail to report to work, If I leave the job site while clocked-in, If I clock-in or out while not on the job site property, etc., I may be placed on a 30 day probationary period or terminated for falsifying my time .

Initials: \_\_\_\_\_

**CERTIFICATION OF TRUTH AND ACCURACY**

I certify that all the information in this application is true and accurate, complete and correct. I understand that any false answers, statements, or significant omissions made by me on this application shall be sufficient cause for denial of employment or discharge at any time.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_