



Application for Employment

ServiceMaster of Dodge City is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

INSTRUCTIONS FOR COMPLETING APPLICATION

COMPLETING AND SENDING APPLICATION VIA EMAIL

1. Download this form to your computer.
2. Either print out the application and fill it out or save the document to your machine and fill it out on the computer. Make sure you complete the application in its entirety.
3. Applications with missing or invalid job numbers will not be considered.
4. You may attach a formal resumé when emailing us this application if you wish, but you must still complete all questions or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "see resume" or something similar).
5. Email us the completed PDF application to *info@svmrapidresponse.com*

TIP: If filling out the form on your computer, be sure to save the document every once in a while so you don't lose anything. Acrobat documents don't auto-save.

SECTION 1: GENERAL INFORMATION

Position applying for: _____ Job No. (if applicable): _____

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home phone: _____ Cell phone: _____ Work phone: _____

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

Are you 18+ years old? Yes No If not, how old are you? _____

Are you currently employed? Yes No If yes, what is your current job title/department? _____

Have you ever been employed by ServiceMaster? Yes No

If yes, dates of employment and reason for leaving: _____

Are you related to a current employee of ServiceMaster? Yes No

If yes, their name and relationship to you: _____

If required for position, do you have a valid Driver's License? Yes No

If yes, state, license number, exp. date: _____

How did you learn about this employment opportunity? Newspaper Ad Magazine Ad Website Department of Labor Job Bulletin/Posting Referral by Current Employee Other: _____

SECTION 2: EDUCATION

NAME OF SCHOOL	CITY/STATE	GRADUATE?	YEAR
HS: _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
GED: _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Trade School: _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
College: _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Other credentials/licenses/professional affiliations, etc., which are relevant to the job for which you are applying:

SECTION 3: JOB-RELATED SKILLS

Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert).

SECTION 4: LATEST WORK EXPERIENCE

Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions within the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

Date Employed: _____ Company name: _____ Full-time Part-time
Position held (title, duties): _____
Supervisor's name, title and phone number: _____
Starting Salary: _____ Final Salary: _____
Supervisor's name, title and phone number: _____
Reason for Leaving: _____

REFERENCES: You may contact my additional references at any time only if I am a final candidate

Reference (name & phone): _____ Personal Business
Reference (name & phone): _____ Personal Business
Reference (name & phone): _____ Personal Business

Date Employed: _____ Company name: _____ Full-time Part-time
Position held (title, duties): _____
Supervisor's name, title and phone number: _____
Starting Salary: _____ Final Salary: _____
Supervisor's name, title and phone number: _____
Reason for Leaving: _____

REFERENCES: You may contact my additional references at any time only if I am a final candidate

Reference (name & phone): _____ Personal Business
Reference (name & phone): _____ Personal Business
Reference (name & phone): _____ Personal Business

Date Employed: _____ Company name: _____ Full-time Part-time
Position held (title, duties): _____
Supervisor's name, title and phone number: _____
Starting Salary: _____ Final Salary: _____
Supervisor's name, title and phone number: _____
Reason for Leaving: _____

REFERENCES: You may contact my additional references at any time only if I am a final candidate

Reference (name & phone): _____ Personal Business
Reference (name & phone): _____ Personal Business
Reference (name & phone): _____ Personal Business

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize ServiceMaster of Dodge City to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of ServiceMaster of Dodge City serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to the ServiceMaster of Dodge City Retirement System or to an optional retirement program, if applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature (if sending by email, please type your name)

Date