



(719) 528-5029

Pre-employment Application

Mail completed application to:
JB Janitorial P.O.Box 25546 Colorado Springs, CO 80936
or e-mail completed PDF to miss-penny@pcisys.net

JB Janitorial is an equal opportunity employer. The following application must be filled out in full to be considered for employment with JBJ. **Do not leave any category blank.** If you must leave a blank, state why, or leave a dash (—) or print non-applicable (n/a). Please print legibly and make sure your address and phone number(s) are accurate.

PERSONAL INFORMATION

DATE: _____ SHIFT Applied for: _____

NAME: _____
(Last name) (First name) (MI)

Valid Driver's License? yes no State _____

PHONE NUMBERS (_____) _____, (_____) _____ (_____) _____
(home) (work) (pager or mobile)

Is it OK to call you at work? yes no. Do you have an answering machine or voice mail? yes no

ADDRESS: _____
(street address/apartment number)

_____ and _____
(City, State, Zip Code) (closest major intersection to your residence)

EMPLOYMENT DESIRED

POSITION YOU ARE APPLYING FOR: (fill in each box that applies to you)

Entry level janitor Part time evenings Full time evenings Part time days Full time days Floor technician.

Temporary Labor Other _____

Hours you are available to work. From _____ to _____

DATE YOU CAN START? _____ SALARY DESIRED: \$ _____ PER HOUR.

ARE YOU PRESENTLY EMPLOYED? YES NO.

IF SO, MAY WE INQUIRE OF YOUR EMPLOYER? YES NO.

HAVE YOU APPLIED WITH THIS COMPANY BEFORE? YES NO. WHEN? _____

EXPERIENCE - EDUCATION

TOTAL COLLECTIVE JANITORIAL EXPERIENCE: (fill in each box that applies to you)

- No experience (or less than 3 months) 3 months to 1 year 1 year to 3 years 3 years or more.
 RBSM (Registered Building Service Manager) CBSE (Certified Building Service Executive)

Do you have any of these CERTIFICATIONS: Window cleaning Floor tech. Clean room tech. Carpet tech.

HIGHEST LEVEL OF EDUCATION ATTAINED

High School: _____ Graduate? yes no

College: _____ Graduate? yes no

Business or Trade School: _____ Graduate? yes no

EMPLOYMENT HISTORY AND REFERENCES

The following section must be filled out in full. Include all names, addresses and phone numbers that are requested. Make sure all information is accurate. Include part time employment and any temporary positions. List your last three employers starting with the last one first.

Start with your last job first...

From _____ Employer: _____

To: _____ Address: _____

Position: _____ City/State/Zip: _____

Ending Salary or Wage: \$ _____ Phone Number (_____) _____

YOUR IMMEDIATE SUPERVISOR: _____

REASON FOR LEAVING: _____

From _____ Employer: _____

To: _____ Address: _____

Position: _____ City/State/Zip: _____

Ending Salary or Wage: \$ _____ Phone Number (_____) _____

YOUR IMMEDIATE SUPERVISOR: _____

REASON FOR LEAVING: _____

From _____ Employer: _____

To: _____ Address: _____

Position: _____ City/State/Zip: _____

Ending Salary or Wage: \$ _____ Phone Number (_____) _____

YOUR IMMEDIATE SUPERVISOR: _____

REASON FOR LEAVING: _____

REFERENCES

Name / Years Known	Relationship to you	Phone number
1 _____	_____	(_____) _____
2 _____	_____	(_____) _____
3 _____	_____	(_____) _____

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from the utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. Employment with JBJ is considered "employment at will" and may be terminated at anytime for any reason.

DATE: _____ SIGNATURE: _____.