



Employment Application Form

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

**Please call for an appointment:
757-499-8568
420 Investors Place Suite 105
Virginia Beach, VA 23452
or fax application to:
757-499-0854**

OFFICE USE ONLY:

Date received:
Reviewed by:

PLEASE COMPLETE PAGES 1-4.

DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long at current address? _____ Social Security No. _____ - _____ - _____

Previous address _____
Number Street City State Zip

How long at previous address? _____

Previous address _____
Number Street City State Zip

How long at previous address? _____

Home Phone () _____ Cell Phone () _____

Are you currently authorized to work in the United States? YES NO. Proof of eligibility will be required if hired.

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When are you available to start work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

Have you ever been convicted of a crime which is substantially related to the functions or qualifications of the job for which you are applying? No Yes (a Conviction record will not necessarily disqualify you from employment).

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed and type(s) of rehabilitation. _____

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Custom Maid, LTD

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE? Yes No

DO YOU HAVE MOTOR VEHICLE INSURANCE? Yes No CARRIER: _____

What is your means of transportation to work? _____

Driver's license
number _____ State of issue _____ Operator Commercial (CDL) Chauffeur
Expiration date _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How Many? _____

OFFICE
POSITIONS ONLY

Typing Yes No _____ WPM 10-key Yes No Word Processing Yes No _____ WPM

Personal Computer Yes No PC Mac Other Skills _____

Please list two references other than relatives.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone () _____	Telephone () _____

Please use this space to elaborate on any background, experience, or qualifications that you believe should be considered in evaluating your qualifications for employment. You may include hobbies, volunteer experience and any other activities you believe relevant. Please omit any information that would disclose your race, gender, age, marital status, ethnic origin, religious or political affiliations, or disability.

Empty space for providing background, experience, or qualifications.

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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the **past seven years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates From To	Pay or salary Start Final
Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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May we contact your present employer? Yes No

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

As indication that you have read and understood each sentence, please write your initials in the spaces provided below.

In exchange for the consideration of my job application by Custom Maid, LTD, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment,____ or to confer any right to remain an employee of Custom Maid, LTD, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned,____ and that relationship cannot be altered except by a written instrument signed by the Owner/Managing Member of the Company.____ Both the undersigned and Custom Maid, LTD may end the employment relationship at any time, without specified notice or reason.____ If employed, I understand that Custom Maid, LTD may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits._____

I authorize investigation of all statements contained in this application.____ I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice.____ I hereby give Custom Maid, LTD permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release Custom Maid, LTD from any liability as a result of such contact._____

In connection with my application for employment, I understand that background inquiries may be requested by you or on your behalf that will seek information as to my work habits, including oral assessments of my job performance, experiences and abilities, along with reasons for termination of past employment. Further, I understand and agree that you may request information from various federal, state, and other agencies, including public and private sources which maintain records concerning my past activities relating to my driving record, criminal record, civil matters, previous employment, education background, professional licensing and other experiences.

I further understand that my employment with Custom Maid, LTD shall be probationary for a period of sixty (60) days and further that at any time during the probationary period or thereafter, my employment relationship with Custom Maid, LTD is terminable at will for any reason by either party._____

Custom Maid, LTD understands that disputes and conflicts may arise during one's employment; and, has established a dispute resolution process in an attempt to resolve those disputes. In the dispute resolution process the parties agree that any claims, disputes or controversies, shall be exclusively resolved by the parties first to settle in Mediation under the Mediation Rules administered and conducted by an accredited dispute resolution service as designated by Custom Maid, LTD. In the event Mediation does not resolve the dispute, either party may then elect to arbitrate the dispute by serving notice upon the other party. The dispute shall be heard by an arbitrator selected from a panel provided by the American Arbitration Association. The arbitrator shall render a decision within sixty (60) days after their appointment and shall conduct all proceedings pursuant to the Commercial Rules of the American Arbitration Association. Judgment upon the award rendered pursuant to the arbitration may be entered in any court having jurisdiction. The cost of the arbitration shall be borne by the losing party, or, in the event the decision is not clearly in favor of one party or the other, then the costs shall be borne as determined by the arbitrator.

Signature of applicant _____ **Date:** _____

Custom Maid, LTD is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Custom Maid, LTD depends solely on your qualifications.