

# APPLICATION FORM



Any offer of employment may be conditioned on the Applicant's submitting to and passing a drug/alcohol screen.

## Building Services Maintenance, Inc.

The policy of **Building Services Maintenance, Inc.** ("BSM") is to fill every position without regard to race, color, religion, creed, sex, marital status, age, national origin, ancestry, physical or mental disability, medical condition, sexual orientation or any other consideration made unlawful by federal, state, or local laws. BSM is an equal opportunity employer and selects employees on the basis of ability, experience, training, and character.

Please Note: BSM considers applications for only a 30-day period. If you wish to be considered after 30 days from the date of application, please reapply.

### APPLICATION FOR EMPLOYMENT

#### PERSONAL INFORMATION:

Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Referred By: \_\_\_\_\_

#### EMPLOYMENT DESIRED:

Position: \_\_\_\_\_ Date You Can Start: \_\_\_\_\_

What Pay Do You Expect? \_\_\_\_\_ What Days and Hours Are You Willing to Work? \_\_\_\_\_

Are You Employed Now? \_\_\_\_\_ If So, May We Inquire of Your Present Employer? \_\_\_\_\_

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Have You Ever Worked for BSM? \_\_\_\_\_ If so, When? \_\_\_\_\_

Have You Ever Applied to BSM? \_\_\_\_\_ If so, When? \_\_\_\_\_

**EDUCATION AND SKILLS**

	Name of School	Location of School	No. Yrs.	Graduated		Yr.	Mo.	Degree Received	Major Subjects
				Yes	No				
Last Grade Or High School						X	X		
						X	X		
						X	X		
Business And Trade Schools									
Colleges And Universities									

List of certificates or licenses you hold that may help qualify you for employment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List any job-related professional or technical organizations to which you belong:  
 \_\_\_\_\_

U.S. Military or Naval Service? Rank: \_\_\_\_\_  
 Dates of Service: \_\_\_\_\_  
   
 Yes No

Indicate any foreign languages you can speak, read, and/or write:

Driver's License Information:  
 State: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

List all traffic violations/citations received within the last three years:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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Have you been convicted of a crime (excluding any sealed or expunged conviction) or dishonorably discharged from the military? Do not provide information about marijuana related convictions more than two years old.

Yes     No

--Describe and explain (convictions will not necessarily disqualify an applicant from employment):

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Are you currently awaiting trial for any criminal offense?

Yes     No

--If so, explain:

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Is there any reason you may not be able to attend work on a regular basis or be to work on time?

Yes     No

--If so, explain: \_\_\_\_\_

**FORMER EMPLOYERS:**

List below each of your previous employers, starting with the last one first (use an additional page if necessary):

Date Month and Year	Name, Address and Telephone Number of Employer	Rate of Pay	Position and Immediate Supervisor	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

Have you been discharged for cause from any of the above positions?

No     Yes

--If so, explain \_\_\_\_\_

REFERENCES: Give the names of three persons, not related to you, whom you have known at least one year.				
	Name	Address	Business	Years Acquainted
1.				
2.				
3.				

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I understand and acknowledge the following:

1. I authorize investigation of all statements contained in this application and any supporting documents. I authorize the Company to secure information about my experience from former employers, educational institutions, government agencies, or any references I have provided and to allow those parties to provide information concerning my experience. I specifically authorize investigation of my D.M.V. record, criminal record, and consumer credit history. \_\_\_\_\_  
initials
2. If I am offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the U.S. \_\_\_\_\_  
initials
3. If I am offered employment, I will, as a condition of employment, furnish proof that I am over 18 years of age. \_\_\_\_\_  
initials
4. If I am employed, any false statement, misrepresentation, or omission of facts on this application or on any supporting documents, regardless of when discovered to be false, will result in my immediate dismissal. \_\_\_\_\_  
initials
5. I will be required to possess a current and valid California driver's license and be insurable, if my job requires me to drive in the course of my work. \_\_\_\_\_  
initials
6. I agree that, if I am offered employment, I will be required to conform to the rules and regulations of the Company. \_\_\_\_\_  
initials
7. I understand that if I am offered a position, it will be offered on condition that my employment shall be at will and for no definite period and that my employment may be terminated at any time with or without cause and with or without prior notice. In consideration for employment, I specifically agree that my employment shall be at will. I also understand and agree that, except for the Chief Executive Officer of the Company, no supervisor or manager may alter or amend the above conditions. Only the Chief Executive Officer of the Company has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, and then only in writing signed by the Chief Executive Officer and me. \_\_\_\_\_  
Initials
8. I understand that, as a condition of employment, I may be requested to sign a written at will employment agreement which will, among other things, include an agreement to arbitrate all disputes arising out of my employment or the termination of my employment. I agree to do so, if I accept the offer. \_\_\_\_\_  
initials
9. My signature below and my initials at the end of this paragraph and each paragraph above certify that I have read, understand, and agree to the foregoing and that, to the best of my knowledge and belief, all information I have provided on the application form is true and correct. \_\_\_\_\_  
Initials

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

Signature: \_\_\_\_\_