

PRE- EMPLOYMENT QUESTIONNAIRE



HARMONY MAIDS INC.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER,
DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION:

First Name:	Last Name:	
Social security no #:	(* optional)	
Current Address-Street Apt. #:		
City:	State:	Zip Code:
Previous Address:		
City:	State:	Zip Code:
Telephone:	Mobile:	
Alternative phone #:	How did you hear about us? <input type="checkbox"/> Job board	
E mail:	<input type="checkbox"/> Internet Search <input type="checkbox"/> Friend/ Referral <input type="checkbox"/> Printed Ad	
Is there any additional information regarding your name necessary to enable a check on work and educational record: <input type="checkbox"/> yes <input type="checkbox"/> no if yes, explain:		

EMPLOYMENT DESIRED

Position Desired <input type="checkbox"/> Full time <input type="checkbox"/> temporary <input type="checkbox"/> holidays <input type="checkbox"/> part time <input type="checkbox"/> weekend <input type="checkbox"/> overnight	Date you can start:
	Are you employed? <input type="checkbox"/> yes <input type="checkbox"/> no
Are you employed? <input type="checkbox"/> yes <input type="checkbox"/> no	If so, may we inquire of your present employer? <input type="checkbox"/> yes <input type="checkbox"/> no
Have you ever applied to this company before? <input type="checkbox"/> yes <input type="checkbox"/> no	Where?
Are there any day(s) and shift(s) you are unable or unwilling to work? <input type="checkbox"/> yes <input type="checkbox"/> no	Are you able and willing to work overtime? <input type="checkbox"/> yes <input type="checkbox"/> no
Can you, after employment, submit verification of your right to work in the United States? <input type="checkbox"/> yes <input type="checkbox"/> no	

Please explain any "yes" so that individual circumstances can be considered.
Have you ever been convicted of a felony or of any crime for which you served a jail or prison sentence? (California applicants: omit references to conviction under health and safety code sections 11357(a) or (b), 11360(c), 11364, 11365, or 11550 related to marijuana which occurred two or more years ago and any post-trial diversion program.) <input type="checkbox"/> yes <input type="checkbox"/> no if yes, explain:
Have you ever initiated an act of violence in the workplace? <input type="checkbox"/> yes <input type="checkbox"/> no if yes, explain:
Has a court, jury or governmental agency ever made a finding you committed unlawful employment harassment or discrimination? <input type="checkbox"/> yes <input type="checkbox"/> no if yes, explain:

EDUCATION HISTORY

	Name & location of school	Years attended	Did you graduate?	Subjects studied
Grammar School			<input type="checkbox"/> yes <input type="checkbox"/> no	
High School			<input type="checkbox"/> yes <input type="checkbox"/> no	
College			<input type="checkbox"/> yes <input type="checkbox"/> no	
Trade Business or Correspondence			<input type="checkbox"/> yes <input type="checkbox"/> no	

GENERAL INFORMATION

List below last four employers starting with last one first:

1

Date mm/yy	From:	To:	Name	Salary	Position
Employer contact information:				\$	
Phone no #:			Reason for leaving:		
e-mail:					

2

Date mm/yy	From:	To:	Name	Salary	Position
Employer contact information:				\$	
Phone no #:			Reason for leaving:		
e-mail:					

3

Date mm/yy	From:	To:	Name	Salary	Position
Employer contact information:				\$	
Phone no #:			Reason for leaving:		
e-mail:					

4

Date mm/yy	From:	To:	Name	Salary	Position
Employer contact information:				\$	
Phone no #:			Reason for leaving:		
e-mail:					

Do you have friends or relatives working for Harmony Maids Inc.? <input type="checkbox"/> yes <input type="checkbox"/> no
Are you able to perform all of the essential functions of the job without a need for reasonable accommodation? <input type="checkbox"/> yes <input type="checkbox"/> no , if no explain:

Briefly explain why you should be selected for this position:
Briefly summarize why you'd like to work for Harmony Maids in the job you are applying for:

REFERENCES:

Please list (3) professional or personal (not relatives or former employers) references whom you have known at least one year:

	1	2	3
Name			
Telephone			
Position			
Company			
Current address			
E-mail			

Please initial the following statements if you are emailing the application, your signature will be required upon interview.

I AUTHORIZE THE RELEASE OF DOCUMENTS AND INFORMATION ABOUT ME

I authorize any current or previous employer, educational institution, or other entity or individual to give any and all recorded, files or information they may have concerning me (including reasons for termination) to Harmony Maids Inc. Further, I unconditionally release any named or unnamed informant and release Harmony Maids Inc. and its owners, affiliates and agents and their respective employees, officers, directors, attorneys, and related entities and individuals from any and all liability resulting from furnishing, requesting, obtaining, and using of such information. A photographic or fax copy of this authorization shall be as valid as the original.

SIGNATURE: _____ **DATE:** _____ **INITIALS:** _____

Under California law, an employer is obligated to disclose information obtained directly by the employer that is "a matter of public record." please check the box to the left if you do not wish to receive this information

I AGREE TO SIGN CONFIDENTIALITY AND PROPRIETARY INFORMATION AGREEMENT

I understand that the protection of sensitive, confidential, and proprietary information concerning Harmony Maids Inc. and its clients is of critical importance to Harmony Maids. If offered employment, I agree to sign a confidentiality and proprietary information agreement with Harmony Maids Inc. as a condition of my employment. I understand that this requirement of confidentiality shall continue even if my employment with Harmony Maids Inc. should end.

SIGNATURE: _____ **DATE:** _____ **INITIALS:** _____

IF HIRED I UNDERSTAND THAT I WILL BE EMPLOYED AT WILL

I understand that I am employed at-will, which means my employment and compensation may be terminated at any time with or without cause and without advance notice by either me or Harmony Maids Inc. I also understand that Harmony Maids Inc. reserves the right to direct or control its business, including but not limited to the management, assignment, scheduling and direction of its workforce as well as the right to transfer, promote, demote, discipline, discharge and/or take any other employment action with an employee, with or without cause or prior notice. I specifically agree that my at-will employment can only be changed by a written contract authorized and signed by me and the company president.

I understand that this application form supersedes any application previously submitted by me to Harmony Maids and that all applications are kept active for six months, and, after that, I must re-apply.

I understand that neither this application nor any offer or acceptance of employment with Harmony Maids Inc. , nor any other form, document, agreement, practice or policy is intended to create and should be not be construed to create an express or implied contract of employment.

SIGNATURE: _____ **DATE:** _____ **INITIALS:** _____

AGREE TO SIGN MUTUALLY BINDING ARBITRATION AGREEMENT

As a condition of and in consideration for my employment with Harmony Maids Inc. I agree to sign an arbitration agreement in with harmony maids and I agree to submit all disputes related to my employment at Harmony Maids Inc. to binding arbitration rather to a judge or jury trial for determination

SIGNATURE: _____ **DATE:** _____ **INITIALS:** _____

IMPORTANT – PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE SIGNING:

I authorize investigation, by a company-designated person or third-party entity, of all information provided on this application or which may be deemed relevant to my consideration for employment. The scope of the company-conducted investigation may include dates of employment, information regarding education, periods of unemployment, job progression, salary, attendance, qualifications, performance, reasons for leaving, rehire eligibility, and criminal convictions. Driving records will be included for positions requiring driving. For information on the third-party investigation, please see separate background check disclosure & authorization. I authorize all companies, schools or other persons or entities having information concerning me to provide such information, and I release from claims or liabilities all persons or entities requesting or providing such information, whether favorable or unfavorable. A reproduction or copy of this authorization shall be as acceptable as the original. I request a copy be mailed to me of any public record reports obtained directly by Harmony Maids: yes no

I certify that the information provided by me in this application, supplement(s), and background check disclosure and authorization is true and complete without any omissions or misrepresentations, and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any false statements, misrepresentations or omission of facts on the application may disqualify me from consideration for employment or cause dismissal if I have been employed. The fact that I have performed my work satisfactorily for any period of time prior to the discovery of such misrepresentation or omission shall not constitute a waiver, or bar to the right of this company to take such action. All applicants who reach final consideration for a position may be required to submit to an alcohol/drug screen test. Employment/continued employment with Harmony Maids Inc is contingent upon satisfactorily passing this test, if administered, as determined by the physicians selected by the company. Drug/alcohol screen tests may also be required during employment pursuant to company policy. I authorize the examiner to disclose to the company the results of any drug/alcohol screen tests performed prior to or during employment.

I CERTIFY THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE.

SIGNATURE: _____ **DATE:** _____ **INITIALS:** _____

I CERTIFY ALL INFORMATION IN THIS APPLICATION TO BE CORRECT AND COMPLETE

I certify under penalty of perjury that of information furnished on this application and during application process is true, correct, and complete to the best of my knowledge and belief. I understand that my misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in dismissal at any time regardless of when the false or omitted answer is discovered.

SIGNATURE: _____ **DATE:** _____ **INITIALS:** _____

Disclaimer: This application is not completed until signed and all statements and all statements that will be presented in the interview have been read and agreed.

Thank you for applying with Harmony Maids!

