



# APPLICATION FOR EMPLOYMENT

## Janitorial Services Technician



AKOGS & MORE IS AN EQUAL OPPORTUNITY EMPLOYER

**ALL QUALIFIED APPLICANTS MUST COMPLETE THE SELECTION PROCESS**

### PERSONAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Social Security number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_  
 Present address \_\_\_\_\_  
 Person to notify in case of emergency \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? Yes  No   
 Do you have a valid driver's license? Yes  No  Do you have reliable transportation? Yes  No   
 Do you have any physical limitations that may prevent you from performing the work applied for? Yes  No   
 Have you ever been convicted of a felony? Yes  No  Prefer to discuss at interview?

### EMPLOYMENT DESIRED

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary desired \$ \_\_\_\_\_  
 Will you work overtime or special hours if needed? Yes  No  If no, explain \_\_\_\_\_  
 Will you work on weekends? Yes  No  What days are you **NOT** available to work? \_\_\_\_\_  
 What hours can you work during the day? \_\_\_\_\_ What hours can you work at night? \_\_\_\_\_

### EDUCATION

High school – Did you graduate? Yes  No  Date graduated or last year completed \_\_\_\_\_  
 Higher education – Years attended \_\_\_\_\_ Subjects studied \_\_\_\_\_  
 University, College, Business or Correspondence school – Subjects studied \_\_\_\_\_  
 Degree: Yes  No  Type of Degree: \_\_\_\_\_

### FORMER EMPLOYERS

Employer \_\_\_\_\_ Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Position \_\_\_\_\_ Salary \$ \_\_\_\_\_ May we contact employer? Yes  No   
 Employer Name \_\_\_\_\_  
 Employer phone # \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Position \_\_\_\_\_ Salary \$ \_\_\_\_\_ May we contact employer? Yes  No   
 Employer Name \_\_\_\_\_  
 Employer phone # \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Position \_\_\_\_\_ Salary \$ \_\_\_\_\_ May we contact employer? Yes  No   
 Employer Name \_\_\_\_\_  
 Employer phone # \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**REFERENCES**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Years Acquainted \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Years Acquainted \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Years Acquainted \_\_\_\_\_

Job responsibilities may include, but are not limited to: Working directly with customers via telephone and e-mail, providing information to customers and potential customers, providing customer service follow-up, maintaining established call volume and sales goals, maintaining and tracking sales records, studying and addressing sales statistics utilizing qualitative and quantitative data analysis, maintaining customer confidentiality, maintaining sales database accounts.

Is there anything that would prevent you from performing these basic job requirements? Yes  No

**EXPERIENCE**

List below any experience you have or skills you may have that would benefit AKOGS & MORE Environmental Inc.:

- 1. \_\_\_\_\_  Experienced  Some Experience
- 2. \_\_\_\_\_  Experienced  Some Experience
- 3. \_\_\_\_\_  Experienced  Some Experience
- 4. \_\_\_\_\_  Experienced  Some Experience
- 5. \_\_\_\_\_  Experienced  Some Experience

I certify that all of the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

AKOGS & MORE Environmental maintains a zero tolerance policy for drug use and alcohol use in the workplace. AKOGS & MORE Environmental Inc. maintains employee code of conduct requirements, confidentiality agreements and non-compete agreements that are provided to all employees and these agreements require compliance as do all organizational policies and procedures. I understand that violation of these agreements may result in disciplinary action up to and including termination. I understand that my employment with AKOGS & MORE Environmental is contingent on passing a high security background check

**If you do not understand any part of this section, please ask questions before signing.**

*"All Kinds Of Good Stuff!"*

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

[www.akogs.com](http://www.akogs.com)

**DO NOT WRITE BELOW THIS BOX**

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Neatness: \_\_\_\_\_ Ability: \_\_\_\_\_

Employer Contacted: Yes  No  Remarks: \_\_\_\_\_

Employer Contacted: Yes  No  Remarks: \_\_\_\_\_

Employer Contacted: Yes  No  Remarks: \_\_\_\_\_



Date Hired: \_\_\_\_\_ Position: \_\_\_\_\_ Salary: \_\_\_\_\_ Start Date: \_\_\_\_\_