

# EMPLOYMENT APPLICATION

P.O. BOX 3810 BUTTE, MT 59701    406-494-3310

## APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Date of Birth	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Desired Salary	
Position Applied for					
Are you a citizen of the United States?    YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.?    YES <input type="checkbox"/> NO <input type="checkbox"/>					
Have you ever worked for this company?    YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?					
Have you ever been convicted of a felony?    YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain					

## SPECIAL SKILLS AND TRAINING

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## EDUCATION

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

## REFERENCES

*Please list **three professional references.***

Full Name		Relationship
Company		Phone (    )
Address		
Full Name		Relationship
Company		Phone (    )
Address		
Full Name		Relationship
Company		Phone (    )
Address		

## EMPLOYMENT APPLICATION

<b>PREVIOUS EMPLOYMENT</b>			
Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>MILITARY SERVICE</b>			
Branch		From            To	
Rank at Discharge		Type of Discharge	
If other than honorable, explain			
<b>DISCLAIMER AND SIGNATURE</b>			
I certify that my answers are true and complete to the best of my knowledge.			
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.			
Signature		Date	
I authorize the employer to perform a background check by obtaining information through any private, state or federal information sharing network			
Signature		Date	

**EMPLOYMENT APPLICATION**

**Driver Experience & Qualification**

<b>Licenses</b>	<b>State</b>	<b>License Number</b>	<b>Type</b>	<b>Expiration Date</b>
Drivers Licenses Held in Past 3 yrs. Please provide Years.				

<b>Question</b>	<b>YES</b>	<b>NO</b>
Have you ever been denied a license permit or privilege to operate a motor Vehicle?		
Has any license permit or privilege ever been suspended or revoked?		
Have you ever been disqualified for violations of the Federal Motor Carrier Safety Regulations?		

\*\* If you answered "YES" to any of the above questions attach a statement giving details.

**EMPLOYMENT APPLICATION**

Per the job description attached, the job may require lifting up to 50 pounds. Do you have any physical limitations or prior injuries to the back, knee, thighs or shoulders that would limit your ability to perform the job description?

NO \_\_\_\_\_ YES \_\_\_\_\_ If YES, please Explain:

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This job may require a great deal of hand dexterity, do you have any prior injuries or limitations with regard to the arms, hands, wrist, or fingers which could interfere with completion of the job duties?

NO \_\_\_\_\_ YES \_\_\_\_\_ If YES, please Explain:

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To your knowledge, do you have any other limitations or prior injuries which could interfere with completion of job duties?

NO \_\_\_\_\_ YES \_\_\_\_\_ If YES, please Explain:

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**Acknowledgment**

I have read and acknowledge the receipt of the attached job description

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EMPLOYMENT APPLICATION**

**Title:** Janitorial

**Purpose:**

To clean office building according to the following

**Daily** (5 days per week)

- a) clean water fountains
- b) Empty wastebaskets and replace poly-liners as often as necessary to insure a clean and sanitary atmosphere, remove trash from buildings in secured bags. No trash may be left inside buildings after cleaning is completed.
- c) Clean all surfaces in break rooms and coffee bars (sink areas) in basement and on all floors. Counter tops and sinks cleaned daily. Empty trash containers, all trash will be removed daily.
- d) Empty trash and cigarette receptacles outside entranceway to building, if applicable.
- e) Clean and sanitize restrooms, shower floors, toilets, mirrors, lavatories, fixtures and partitions: sweep and scrub floors, supply air freshen deodorant (to be checked daily, replace when necessary, with minimum replacement of monthly on an and style.) Replenish soap ( bar and/or soap dispensers-Department option), paper towels, toilet seat covers and toilet tissue, as required.
- f) Clean entranceway glass, display glass, computer room, partition glass and all mirrors. (inside atrium glass is excluded from these requirements).
- g) Close and lock windows, close doors and extinguish lights when through cleaning the area. Lights can turned on only in areas actually being cleaned. All other lights must be turned off to conserve energy.
- h) Sweep or dust mop hard surfaced floors including interior and exterior entrance ways, storage areas, and inside stairways, damp mop daily to removed dirt and stains that cannot be removed by sweeping.
- i) Dust tops of furniture, bookcases, desks, modular furnishings, fixtures files, ledges, oak woodwork, telephones, windowsills, stair banisters, radiator hoods, etc. Spot clean as necessary to maintain clean appearance. Vacuum under all work surfaces, desks, all edges and areas under office partitions with proper tools, as needed to maintain clean appearance throughout the building.

- j) Clean janitor closets and janitorial storage areas.
- k) Spot clean smudges and kick marks from elevator cars and doors. Spot clean building interior walls, doors and all visible areas.

### **WEEKLY REQUIREMENTS**

- a) Thoroughly wash all bathroom walls, partitions, and shower stalls on an agreed upon day.
- b) Damp mop all areas of hard surfaces floors, entrance ways , inside stairways and other hard surfaces areas. Machine polish or spray buff all hard surface areas, stairways, entranceways and all other hard surface areas on an agreed upon day.
- c) Clean ledges, windowsills, stair banisters, oak trim, etc. Apply adequate wood polish to oak surfaces to maintain clean and bright finish on and agreed upon day.
- d) Shampoo entrance areas weekly, including all mats to ensure waiting areas are free of dirt, dust, stains, and other spots on an agreed upon day.
- e) Daytime cleaning will be required. Sweep, damp mop, and vacuum entrance area on an agreed upon day. **NO WATER WILL BE ALLOWED IN AND COMPUTER ROOM.**

### **QUARTERLY REQUIREMENTS**

- a) Shampoo clean all carpeted floors. Move all movable furniture, equipment, etc.
- b) Strip and clean: wax and buff all hard surface floors, stairs, etc. (this included entranceways, all main halls and public areas, office, etc.) Move all movable furniture, equipment, etc.
- c) High dust all areas of building. Clean light fixtures covers, inside and out, and light tubes. Dust and clean all air duct grills, Damp clean venetian blinds.
- d) Vacuum all upholstered fabric chairs. Spot clean as necessary.

### **SEMI-ANNUAL REQUIREMENTS**

- a) Wash all window glass both inside and outside. Wash all partition and office glass. Employee is required to remove all minerals deposits, stains, ect. caused by sprinkling systems, weather or any other means. Outside window cleaning will not be performed during periods of inclement weather or the outside temperature is below 45 degrees.
- b) Vacuum and clean all fabric partition walls, fabric-covered furnishings, and chairs. Methods of cleaning will be agreed upon by employee and employer.