



# Nittany Professional Cleaning, Inc.

CLEANING THE WAY IT SHOULD BE

## PERSONAL INFORMATION

DATE / /

NAME (LAST)	(FIRST)	(MIDDLE)	SOCIAL SECURITY NUMBER
HOME ADDRESS		CITY	STATE ZIP
HOME TELEPHONE NUMBER ( )	CELL PHONE NUMBER ( )	WORK PHONE NUMBER ( )	MAY WE CONTACT YOU AT WORK? <input type="radio"/> YES <input type="radio"/> NO
POSITION APPLYING FOR	DATE AVAILABLE TO START / /	ARE YOU INTERESTED IN (mark all that apply) <input type="radio"/> FULL TIME <input type="radio"/> PART TIME <input type="radio"/> TEMPORARY <input type="radio"/> SUMMER	

## DAYS AND HOURS AVAILABLE

Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
From							
To							

Date of Birth  
/ /

How were you referred to NPC?  
\_\_\_\_\_

## EDUCATION

Type of School	Name and Location of School	Area of Study	Graduated	Number of Years Attended
High School			<input type="radio"/> YES	
			<input type="radio"/> NO	
College			<input type="radio"/> YES	
			<input type="radio"/> NO	
Graduate School			<input type="radio"/> YES	
			<input type="radio"/> NO	
Other Schooling			<input type="radio"/> YES	
			<input type="radio"/> NO	

## U.S. MILITARY

Branch of Service	Technical Specialization		Rank Attained

## LEGAL

Are you a U.S. citizen or do you have a legal right and necessary documents to work in the U.S.? YES NO (please, circle)  
*(Identity and employment eligibility of all new hires will be verified as required by the Immigration Reform and Control Act 1986)*

Were you ever discharged by any company? YES NO If yes, give the name(s) of the companies \_\_\_\_\_  
 Reason for discharge? \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation? YES NO If so, please explain (you will have sufficient time to explain in the interview, as well ) \_\_\_\_\_

Have you ever been charged of a crime other than a minor traffic violation? YES NO If so, please explain (you will have sufficient time to explain in the interview, as well ) \_\_\_\_\_

(please continue on back)



# EMPLOYMENT HISTORY

List employment starting with the most recent position. Please account for any time you were unemployed by stated the nature of your activities during your unemployment. May we contact you present employer? YES NO (please, circle)

DATES	NAME AND ADDRESS OF EMPLOYER	POSITION HELD AND SUPERVISOR	LIST DUTIES	SALARY OR WAGE	REASON FOR LEAVING
From: _____ / _____	Name : _____ Telephone Number: _____	Your Job Title: _____	~ ~	Starting: _____	
To: _____ / _____	Street Address: _____ City, PA Zip _____	Supervisor: _____	~ ~	Ending: _____	
DATES	NAME AND ADDRESS OF EMPLOYER	POSITION HELD AND SUPERVISOR	LIST DUTIES	SALARY OR WAGE	REASON FOR LEAVING
From: _____ / _____	Name : _____ Telephone Number: _____	Your Job Title: _____	~ ~	Starting: _____	
To: _____ / _____	Street Address: _____ City, PA Zip _____	Supervisor: _____	~ ~	Ending: _____	
DATES	NAME AND ADDRESS OF EMPLOYER	POSITION HELD AND SUPERVISOR	LIST DUTIES	SALARY OR WAGE	REASON FOR LEAVING
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DATES	NAME AND ADDRESS OF EMPLOYER	POSITION HELD AND SUPERVISOR	LIST DUTIES	SALARY OR WAGE	REASON FOR LEAVING
From: _____ / _____	Name : _____ Telephone Number: _____	Your Job Title: _____	~ ~	Starting: _____	
To: _____ / _____	Street Address: _____ City, PA Zip _____	Supervisor: _____	~ ~	Ending: _____	

Have you ever worked at Nittany Professional Cleaning, Incorporated? YES NO (please, circle) If so, please continue fill out this selection.

Dates of Employment From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
 Building(s) you were cleaning: \_\_\_\_\_

## REFERENCES

Personal references: (do not list relatives)

Name	Address	Telephone Number	Years Known	How You Know Them
		( )		
		( )		
		( )		

## Please Read Carefully

I understand that with my authorization, an investigation may be made whereby regarding my character, previous employment, general reputation, educational background, credit record and a information is obtained criminal history, subject to applicable federal, state and local laws.

In the event of employment, I understand that false or misleading information given on my application or in my interview(s) may result in immediate dismissal. I understand, also, that I am required to abide by all rules and regulations of Nittany Professional Cleaning, Incorporated and within the Company Policy.

I understand and agree that, if employed, the employment will be "at will." That is, either I or Nittany Professional Cleaning, Incorporated may end the employment relationship at any time, for any reason or for no reason. I understand that receipt of this application by Nittany Professional Cleaning, Incorporated does not imply employment and that this application and/or other Nittany Professional Cleaning, Incorporated documents are not contract of employment.

Applicant's Signature: \_\_\_\_\_ Date Sign: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_