



# Night Owl Janitorial Services

## Application for Employment

Night Owl Janitorial Services is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

**PLEASE TYPE OR PRINT.** Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.").

Position Applying for: \_\_\_\_\_

Name (Last, First, Middle): \_\_\_\_\_

Other names under which you have attended school or been employed? \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you eligible to work in the United States? Yes  No

Are you 18 years of age or older? Yes  No  If NO, what is your current age? \_\_\_\_\_

Are you currently employed at Night Owl Janitorial Services? Yes  No  If YES, what is your current job title & department? \_\_\_\_\_

Have you ever been employed by Night Owl Janitorial Services? Yes  No  If YES, dates of employment and reason for leaving: \_\_\_\_\_

Have you been *convicted* of any crime within the past 7 years? Yes  No  Describe: \_\_\_\_\_

If required for position, do you have a valid drivers license? Yes  No  If YES, State of issuance, license #, and expiration date: \_\_\_\_\_

How did you learn about this employment opportunity at Night Owl Janitorial Services?

Check all that apply: Ad in newspaper  Job Bulletin (Posting)/Walk-in  Website

Dept. of Labor  Ad in magazine  Referral by Employee  Other: \_\_\_\_\_

## Education

Name of School	City/State	Did you Graduate?	If NO, number of years left to graduate	If YES, date of graduation	Degree Received	Major
High School:		Yes <input type="radio"/> No <input type="radio"/>				
GED:		Yes <input type="radio"/> No <input type="radio"/>				
College:		Yes <input type="radio"/> No <input type="radio"/>				
College:		Yes <input type="radio"/> No <input type="radio"/>				

Other credentials/licenses/professional affiliations, etc., which are relevant to the job(s) for which you are applying: \_\_\_\_\_

## Skills

Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (Basic, Intermediate, Expert).

## Work Experience

Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

**PLEASE NOTE:** Night Owl Janitorial Services reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: \_\_\_\_\_ To: \_\_\_\_\_

Full-time  Part-time  If part-time, number of hours/week: \_\_\_\_\_

Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_

Organization Name and Address: \_\_\_\_\_

Supervisor's Name, Title and Phone Number: \_\_\_\_\_

Other Reference Name, Title and Phone Number: \_\_\_\_\_

Contact my Current References: At anytime  Only if I am a finalist candidate

Primary Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Full-time  Part-time  If part-time, number of hours/week: \_\_\_\_\_

Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_

Organization Name and Address: \_\_\_\_\_

Supervisor's Name, Title and Phone Number: \_\_\_\_\_

Other Reference Name, Title and Phone Number: \_\_\_\_\_

Contact my Current References: At anytime  Only if I am a finalist candidate

Primary Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Night Owl Janitorial Services to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Night Owl Janitorial Services serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law.

If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits other than those mandated by law. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to the Night Owl Janitorial Services Retirement System or to an optional retirement program, if applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

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

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

Please email your completed application to: [tom.mcgovern@cox.net](mailto:tom.mcgovern@cox.net)

Or mail your completed application to:

Tom McGovern  
Night Owl Janitorial Services  
1772 E. Shasta Street  
Casa Grande, AZ 85122