



The ProClean Promise: A mission to be the best at ProClean. Our goal is to be the leading provider of choice for one-stop fabric care needs, using state-of-the-art equipment and employing friendly, conscientious employees. ProClean will provide our customers with value and service that meets or exceeds their expectations.

Team Member Application

APPLICANT INSTRUCTIONS

Employment decisions are made on the basis of qualifications to perform the job for which you are applying, and available positions. Qualifications include education, training, work experience and other factors which are relevant in determining job performance. Credentials and experience will be verified through schools, former employers and any licensing/certification agencies, if applicable. As an Equal Opportunity Employer, decisions to hire and promote are made without regard for race, color, national origin, sex, physical or mental disability, age, or religion.

Thank you for your interest in employment with our company. Our people make us successful and the employment process is an important aspect of building our team. We appreciate your application, and are glad you have shown an interest in joining our team.

Please complete the following application and authorization for release of information form. Please print all information so it may be clearly read. Be certain all forms are completely filled out and signed. Incomplete applications will not be considered. Use the abbreviation "NA" if a particular provision or section in the form is not applicable to you.

Date _____

Store Location _____

Position _____

PERSONAL HISTORY

LAST NAME	FIRST	MIDDLE	NICKNAME (Optional)	SOC. SEC. NO. (Proof required)	ARE YOU ELIGIBLE TO BE EMPLOYED IN THE U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
STREET		APT./SUITE#			ARE YOU 18 YEARS OR OLDER? YES <input type="checkbox"/> NO <input type="checkbox"/>
CITY		STATE	ZIP CODE		
PHONE NO. (days)		(eves.)	(alternative)		

EMPLOYMENT DESIRED AND AVAILABILITY

Position You Are Applying For: _____ Wage Requirement: _____

Date Available To Start Working: _____ Number of Hours Desired: _____

ProClean is open seven days a week, including some holidays. In that regard, please indicate the hours you **WILL BE** available for work:
(hours NOT available may eliminate you from employment)

HOURS AVAILABLE MUST BE AVAILABLE Saturday & Sunday		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
FROM:								
TO:								

Do you have your own transportation? YES NO

Do you plan to work elsewhere or attend school while employed here? YES NO

Do you have any other obligations which would affect working as scheduled? YES NO

What are your reasons or goals for seeking the position you have indicated? _____

Employers have a legal duty in regard to each employee's safety. You, your fellow workers' and our customers' safety is of utmost importance. It is neither beneficial for you nor us to place you into a job where you have a high-risk of injury because of a physical or mental condition. As an Equal Opportunity Employer, we consider applicants for employment regardless of their disabilities; however, in addition to our own requirement, the Americans with Disabilities Act also allows us to make certain that each employee is capable of performing the essential functions of the job with or without a reasonable accommodation. Therefore, you must be honest with us in regard to your personal evaluation as to your abilities to perform the essential functions as described in the job description. If you are unable to perform the essential functions of the job, we welcome you to discuss any needs for accommodations that would allow you to perform essential elements of the job.

Do you have the physical and/or mental capabilities to perform the essential functions of the job? YES NO If no, state the accommodation that would allow you to perform the job. _____

Are you currently abusing drugs or alcohol? YES NO

EMPLOYMENT RECORD

Are you currently employed? YES NO We routinely contact an applicant's current employer for reference checks. Would this pose any particular difficulty for you?

YES NO If Yes, please explain _____

May we contact previous employers? YES NO If No, please explain _____

LIST PREVIOUS EMPLOYMENT INFORMATION

1. Current or Last Employer

Name, Address _____ Telephone Number _____

Position _____ Duties _____ Supervisor _____ From/To _____ /

Reason for Leaving _____ Beginning Wage _____ Ending Wage _____ Average Hours Worked _____

2. Next Previous Employer

Name, Address _____ Telephone Number _____

Position _____ Duties _____ Supervisor _____ From/To _____ /

Reason for Leaving _____ Beginning Wage _____ Ending Wage _____ Average Hours Worked _____

3. Next Previous Employer

Name, Address _____ Telephone Number _____

Position _____ Duties _____ Supervisor _____ From/To _____ /

Reason for Leaving _____ Beginning Wage _____ Ending Wage _____ Average Hours Worked _____

Any additional employers – use additional sheet of paper.

Please explain all periods of employment, or periods of time unaccounted for in above _____

Have you ever been dismissed from employment? YES NO If Yes, please explain _____

Use this space to give us information about your personal skills or qualities, work style, interpersonal ability or communication skills which would assist us in placing you _____

EDUCATION

SCHOOL NAME	ADDRESS / CITY / STATE	DID YOU GRADUATE?	LAST YEAR COMPLETED
GRADE SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE / BUS / VOC			

U.S. MILITARY BRANCH	FINAL RANK	DATES OF SERVICE	SPECIAL TRAINING RECEIVED

DURING THE PAST 7 YEARS HAVE YOU EVER BEEN CONVICTED OF A CRIME. IF YES, PLEASE EXPLAIN: (A CONVICTION WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT) _____

Do You Have A Relative or Friend In The Employ of ProClean? YES NO If Yes, Please Give Name And Relationship _____

Have You Ever Worked For ProClean? YES NO If So, Where And When? _____

What prompted you to apply for work here? Company Image Agency Friend

Employee Referral / Name _____ Newspaper Other _____

Notify In Case Of Emergency: Name _____

Address _____

Day Phone _____ Night Phone _____

THIS SECTION MUST BE COMPLETED BY ALL APPLICANTS

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Have you held jobs which required waiting on customers? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you like dealing with the public? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you had any experience at cashier work? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you had to count money in your work? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you used a cash register before? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you used computers? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are you a person that prides his/herself on timeliness? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Will you work any shift? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do you mind doing paperwork? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. On prior jobs, did you supervise any person or persons? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Have you hired people before? | <input type="checkbox"/> | <input type="checkbox"/> |

TYPE OF WORK PREFERRED

- **Customer Service**
- Dry Cleaning
- Coin Laundry
- **Production**
- Pressing
- Shirt Laundry
- **Management**
- **Other**

POSITION DESIRED

YEARS EXPERIENCE IN THIS WORK

1. _____

2. _____

3. _____

Names of other employees in this company with whom you are acquainted _____

1. I certify that all information given on this application is true, correct and complete to the best of my knowledge. I understand deliberate falsification of this information is grounds for dismissal in accordance with ProClean policy.
2. I authorize ProClean to investigate all facts contained in my application for employment, and authorize the release of any and all information by present and past employers, wherever located, which may be required for a reference check. I further authorize all of my previous employers and current employer to give any and all information concerning my employment and any other pertinent information which said employers may have, including opinions as to my work habits and attitude toward safety, supervisors and co-workers. I also understand that as part of the processing procedure for my employment application, an investigative report may be made concerning my character, general reputation, personal characteristics, credit background and mode of living. Upon written request, additional disclosure concerning the complete nature and scope of the investigation will be provided. I hereby release and discharge all parties providing information to ProClean from any and all liability which might otherwise result from the furnishing of such information.
3. If employed by ProClean, I agree to abide by its rules and regulations. I understand that operating conditions may require me to work shifts other than the one for which I am applying and I agree to such scheduling change as directed by my supervisor or the management.
4. I understand that my employment may be subject to the successful completion of a health examination and a drug and/or alcohol screen, and that my continued employment may be contingent upon successfully completing any drug and/or alcohol screen as required.
5. I further understand that this is an application for employment and that no employment contract, either expressed or implied, is being offered; and I understand that if employed, such employment is for an indefinite period and is subject to change in wages, conditions, benefits, and operating policies. Any misrepresentation by me in this application will be sufficient cause for cancellation of this application or immediate dismissal.
6. I understand and agree that if employed, the employment will be "at will", that is, either I or ProClean may end the employment relationship at any time, for any reason, or for no reason. I understand that receipt of this application by ProClean does not imply employment and that this application and/or any other ProClean documents are not contracts of employment.
7. This application is current for only 30 days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.
8. Employees and former employees are prohibited from releasing to any other party any information whatsoever about ProClean which is of a confidential nature, or which could be deemed to constitute a "trade secret". Employees or former employees are further prohibited from using, in any manner whatsoever, information which is confidential, proprietary, or privileged, whether for their personal benefit or gain, or for that of any other person. Any information which has not been disclosed publicly in writing should be treated as confidential and proprietary.

Signed this the _____ day of _____, 20 ____.

Applicant Signature

Witness Signature