



EMPLOYMENT APPLICATION

Name: _____

Address: _____

Phone #: (____) _____ - _____ Email Address _____

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

Are you over the age of 18 years? Yes: ____ No: ____

Can you perform the essential functions of the job for which you are applying?
(See Exhibit "A" for examples) Yes: ____ No: ____

If no, please explain: _____

Have you ever been convicted of the following?

Felony: Yes: ____ No: ____

Theft: Yes: ____ No: ____

Burglary: Yes: ____ No: ____

Fraud: Yes: ____ No: ____

Robbery: Yes: ____ No: ____

Do you have any professional housekeeping experience? Yes: ____ No: ____

If so, how much? _____ years _____ months

What languages do you speak fluently? _____

Availability

When would you be available to work? _____

How many hours per week are you looking to work for Dwell? _____

When are you available to work?

| Day | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|-------|-----|-----|------|-----|-------|-----|-----|
| From: | | | | | | | |
| To: | | | | | | | |

Driving

Do you have a valid driver's license? Yes: ____ No: ____ (If no, skip this section)

Are you a confident driver? Yes: ____ No: ____

Is the reliable vehicle you will normally be driving to
job sites covered by automobile liability insurance? Yes: ____ No: ____

Number of at-fault auto accidents in the last three years: _____

Number of traffic tickets within the last three years: _____

Employment - Start with your present or most recent position

1. Present or most recent employer: _____

Position: _____

Supervisor's Name: _____

Phone: (____) ____ - ____

Date Hired: ____/____/____ Last Day: ____/____/____

Reason for leaving:

2. Previous employer: _____

Position: _____

Supervisor's Name: _____

Phone: (____) ____ - ____

Date Hired: ____/____/____ Last Day: ____/____/____

Reason for leaving:

Have you ever worked under a different name? Yes: ____ No: ____

If so, please list the names _____

Please list three references

Full Name: _____

Relationship: _____

Company: _____

Phone: (____) ____ - ____

Address: _____

Full Name: _____

Relationship: _____

Company: _____

Phone: (____) ____ - ____

Address: _____

Full Name: _____

Relationship: _____

Company: _____

Phone: (____) ____ - ____

Address: _____

Other Comments: _____

APPLICANTS WILL RECEIVE CONSIDERATION FOR POSITIONS, WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, EXCEPT WHERE SEX IS A BONAFIDE OCCUPATIONAL QUALIFICATION, SEXUAL ORIENTATION, MARITAL STATUS, INDIVIDUALS WITH DISABILITIES, AND EQUALLY TO DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA.

IMPORTANT, PLEASE READ AND SIGN

I understand that failure to reveal any prior employer, or giving false or misleading information by me on any part of this Application for Employment can be grounds for termination from the company. I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.

Applicant's Signature: _____ Date: ____/____/____

Print your full name: _____

EXHIBIT "A"

Hours: Typical hours are within 8:00 a.m. – 6 p.m.

Monday thru Friday, possibly Saturday * No major holidays

Basic Job Duties: (depends on client)

| | |
|---------------|---|
| Vacuuming | All carpeted areas, hallways, stairs, etc. Furniture that can be moved easily such as coffee tables, chairs, should always be moved when vacuuming. Vacuum furniture or drapes if needed or requested. |
| Dusting | It is very important to dust everything. All furniture, nick-naks, lamps, TV, windowsills, over doorframes, pictures on walls, etc. |
| Bedding | Make beds with same or new linens. |
| Kitchen | Any dishes, scrubbing or mopping all uncarpeted areas as needed, wiping down all countertops (moving cookie jars, canisters, toaster, etc.) cleaning tables, outside stove (get drip pans under burners), refrigerator outside. Stove and refrigerator cleaned inside on request. Clean all small and large appliances and then shine. Shine all chrome. Take out garbage throughout the house (small trash cans, old newspapers, etc.) |
| Bathroom | Scrubbing and wiping sink, mirrors, toilet, bathtub, shower, tile, floor, etc. Rinse all tile, showers and tubs with hot water, then shine. |
| Outdoors | Sweep front and back porches |
| Jobs Not Done | Outside second story windows, removing storm windows. Any job that might be physically dangerous, inside china cabinets or curio cases. |

Note: Job Duties will also put an employee in contact with dogs, cats, birds and cleaning supplies. A candidate should consider this when considering their ability to do the job.

Wage Scale:

| | |
|---------------|---|
| Starting wage | \$8.75 per hour, \$9.25 upon completion of first three months |
| Raises | Based on performance as well as time on the job |

Dwell's Expectations for You

I agree to demonstrate the following behaviors and acknowledge that I understand these expectations. Dwell's values are Unity, Integrity, Excellence, Simplicity and Empowerment

Unity

1. I will be respectful and gracious to my co-workers. Seek first to understand, then be understood.
2. I will keep a good attitude and positively interact with customers
3. I understand that the team cleans the house. As a team, we will enter and exit the house together, when the house is done.
4. I will be on time and commit to excellent attendance. If I will be late or absent I will communicate as soon as I know.
5. I will work well and communicate promptly and clearly with other members of our team
6. I will give advanced notice if I have an upcoming appointment during which I will miss work.
7. I will give at least 20 days notice should I decide to quit.
8. I will give and receive feedback respectfully.

Integrity

1. I will leave any valuables right where I find them.
2. I will put cash and checks received from clients in a safe place.
3. I will report to the office if I break or damage something. If I report it to the office Dwell will replace it. If I don't report it and it is discovered by the homeowner and determined I damaged or broke it, I will be required to purchase a replacement or remedy the damage.

Excellence

1. I will make mistakes and I will forgive others when they make mistakes. My goal is to not repeat the same mistake twice.
2. I will communicate to the office if something does not get done or turns out wrong and will briefly explain
3. I will take care of our supplies and equipment with care. (unplug properly, roll cords, small loads of supplies at a time, vacuum cars, don't bang into furniture with the vacuum)
4. I will make sure that each homes/businesses door's are locked and alarmed if required.
5. I will ensure I or one of my teammates has done a final walkthrough of the customer's space to ensure everything has been done and that it looks excellent.

Simplicity

1. I will have a neat and clean appearance.
2. I will not use a cell phone in a customers' homes. If an emergency, I will **briefly** step outside. If I am driving I will not talk on a cell phone. If I am passenger in a vehicle I will ask the driver's permissions to use my cellphone to ensure the conversation is not going to be a distraction to the driver.
3. I will not pick up and move furniture that is not made to move (e.g. dressers, beds, desks, etc.)
4. I will arrange my own transportation to and from the office.

Empowerment

1. I understand that Dwell entrusts me and my co-workers to drive safely, perform my work with excellence

and have integrity in all that I say and do.

2. I will never leave before my work is done.
3. I will never take anyone other than a co-worker with me to my job
4. I will be safe in all that I do. If I feel unsafe performing a task or if I see a co-worker doing something unsafe, I am committed to stopping and saying something. I will then report the concern to the office.

I have reviewed Dwell's Expectations of me and I agree to meet them. I understand that it is my responsibility to remember and comply with these expectations and to apply the essence of them to scenarios and interactions I encounter in the future.

Employee's Signature

Employee's Name (Print)

Date