

# CLEANING

# Job Application Template

## WHAT AN EMPLOYMENT APPLICATION TEMPLATE IS USED FOR:

An employment application streamlines hiring with a standardized form for consistent and efficient information collection. Using templates saves time, maintains compliance with employment laws, and helps to select the most qualified candidates.



## EVERY EMPLOYMENT APPLICATION SHOULD INCLUDE:

### CONTACT INFORMATION

Essential for contacting candidates and organizing applicant data.

### WORK HISTORY

Provides insight into the candidate's experience and reliability.

### LEGAL COMPLIANCE

The application process should adhere to applicable laws.

## DOWNLOAD THE TEMPLATE

Optimize recruitment with a professional template designed specifically for the cleaning industry. This application helps you attract and identify the best candidates while ensuring compliance and efficiency in your hiring practices.

# CONTACT INFORMATION

Full Name:

Email Address:

Address:

Birth Date:

Phone Number:

Desired Start Date:

# AVAILABILITY

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							
Overnight							

# PREVIOUS WORK HISTORY

Please list your employment history, starting with your most recent job. Include any commercial or residential cleaning work history.

## JOB 1

COMPANY NAME		CERTIFICATIONS/AWARDS/ACCOMPLISHMENTS	
MANAGER NAME		(EMPLOYEE OF THE MONTH, CUSTOMER RECOGNITION, CERTIFICATIONS, ETC.)	
JOB TITLE			
JOB RESPONSIBILITIES		DATE STARTED	(MM/DD/YYYY)
		DATE ENDED	(MM/DD/YYYY)
		PAY RATE	

Reason for Leaving:

JOB 2

COMPANY NAME		CERTIFICATIONS/AWARDS/ACCOMPLISHMENTS	
MANAGER NAME		(EMPLOYEE OF THE MONTH, CUSTOMER RECOGNITION, CERTIFICATIONS, ETC.)	
JOB TITLE			
JOB RESPONSIBILITIES		DATE STARTED	(MM/DD/YYYY)
		DATE ENDED	(MM/DD/YYYY)
		PAY RATE	

Reason for Leaving:

JOB 3

COMPANY NAME		CERTIFICATIONS/AWARDS/ACCOMPLISHMENTS	
MANAGER NAME		(EMPLOYEE OF THE MONTH, CUSTOMER RECOGNITION, CERTIFICATIONS, ETC.)	
JOB TITLE			
JOB RESPONSIBILITIES		DATE STARTED	(MM/DD/YYYY)
		DATE ENDED	(MM/DD/YYYY)
		PAY RATE	

Reason for Leaving:

# EDUCATION

Please list your educational history, starting with the most recent. Include any courses, certifications, or training relevant to the commercial cleaning field.

## EDUCATION 1

SCHOOL		COURSES, CERTIFICATIONS, OR TRAINING PROGRAMS RELEVANT TO CLEANING PRACTICES, EQUIPMENT, OR SPECIALTY SERVICES.	
DEGREE EARNED (IF APPLICABLE)			
GRADUATION DATE	(MM/DD/YYYY)		

## EDUCATION 2

SCHOOL		COURSES, CERTIFICATIONS, OR TRAINING PROGRAMS RELEVANT TO CLEANING PRACTICES, EQUIPMENT, OR SPECIALTY SERVICES.	
DEGREE EARNED (IF APPLICABLE)			
GRADUATION DATE	(MM/DD/YYYY)		

## EDUCATION 3

SCHOOL		COURSES, CERTIFICATIONS, OR TRAINING PROGRAMS RELEVANT TO CLEANING PRACTICES, EQUIPMENT, OR SPECIALTY SERVICES.	
DEGREE EARNED (IF APPLICABLE)			
GRADUATION DATE	(MM/DD/YYYY)		

## SKILLS SECTION

Highlight your skills that are relevant to the cleaning industry. Where applicable, indicate your experience or level with each skill (beginning, intermediate, or advanced).

### CLEANING AND JANITORIAL

- ☐ Cleaning Techniques
- ☐ Safe Handling for Chemicals
- ☐ Restroom Maintenance
- ☐ Recycling
- ☐ Waste Disposal
- ☐ Hazardous Material Handling
- ☐ Upholstery Cleaning
- ☐ Other: [\_\_\_\_\_]

### EQUIPMENT OPERATION

- ☐ Buffers and Polishers
- ☐ Carpet Cleaners
- ☐ Pressure Washers
- ☐ Industrial Vacuum Cleaners
- ☐ Sprayers and Spreaders
- ☐ Snow Removal Equipment
- ☐ Other: [\_\_\_\_\_]

### SOFT SKILLS

- ☐ Effective Communication
- ☐ Teamwork & Collaboration
- ☐ Problem-Solving & Critical Thinking
- ☐ Time Management
- ☐ Customer Service
- ☐ Leadership
- ☐ Adaptability & Flexibility
- ☐ Other: [\_\_\_\_\_]

### ADDITIONAL SKILLS

- ☐ CDC Sanitization
- ☐ Eco-Friendly and Green Cleaning Practices
- ☐ Window Cleaning
- ☐ Biohazard Cleanup
- ☐ Other: [\_\_\_\_\_]

# REFERENCES SECTION

List your professional references who can vouch for your skills, work ethic, and experience. Include a mix of former supervisors, co-workers, or other professional contacts who can speak to different aspects of your abilities.

Please inform your references in advance that they might be contacted.

## REFERENCE 1

NAME	
RELATIONSHIP (E.G., FORMER MANAGER, CO-WORKER)	
COMPANY & POSITION	
PHONE	
EMAIL	

## REFERENCE 2

NAME	
RELATIONSHIP (E.G., FORMER MANAGER, CO-WORKER)	
COMPANY & POSITION	
PHONE	
EMAIL	