



**ServiceMaster by Griffing**  
 4906 SR 438, Dalton, PA 18414  
 Ph: (570) 563-1863  
 Fax: (570) 563-2121

# APPLICATION FOR EMPLOYMENT

*ServiceMaster by Griffing is an Equal Opportunity Employer and EO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, nation or ethnic origin, disability, age, veteran status, or sexual orientation. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.*

**PLEASE PRINT OR TYPE.** Complete the entire application. You may attach a resume, but you must complete all questions on the application or your application will be deemed incomplete. Applications with missing information will not be considered for any position (“See Resume” is not acceptable).

## 1. APPLICANT INFORMATION

Name _____	Social Security # _____
Address _____	Phone _____
City, State _____, _____	Phone (2) _____
Other names you've assumed for school or employment:	

**Position you're applying for:** \_\_\_\_\_

**Salary/Wage desired:** \_\_\_\_\_ \$ \_\_\_\_\_

## 2. PERSONAL INFORMATION

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

Are you 18 years old or older?.....  Yes.....  No

- if No, what is your age? \_\_\_\_\_

Have you ever been employed at ServiceMaster by Griffing?.....  Yes.....  No

- if Yes, write your dates for previous employment and your reason(s) for leaving:

Are you related to any current employee of ServiceMaster by Griffing?  Yes  No

- if Yes, write their name(s) and relationship(s) to you:

Do you have a valid driver's license?  Yes  No

- if Yes, write State of Issuance, License #, and Exp. Date:

If hired, would you have transportation to and from work?  Yes  No

Have you ever been convicted of a criminal offense (felony or misdemeanor)?  Yes  No

- if Yes, please describe the nature of the crime(s), when & where convicted, and status of the case:

*NOTE: No applicant will be denied employment solely on the grounds of a conviction. The date of the offense, the nature of the offense, significant details that affect the description of the event, the surrounding circumstances, and the relevance of the offense to the position(s) applied for may, however, be considered.*

.....  
.....  
.....

How did you learn about this employment opportunity with ServiceMaster by Griffing?

- Ad in Newspaper     Job Bulletin/Posting     Website     Referral     Other

### 3. AVAILABILITY

What kind of schedule are you applying for?

- Temporary (Summer / Seasonal)     Full-Time     Part-Time

What days and hours are you available for work?

If hired, what date can you start? \_\_\_\_\_

Can you work on weekends?  Yes  No

Can you work evenings?  Yes  No

Are you available to work overtime?  Yes  No

#### 4. EDUCATION, TRAINING, AND EXPERIENCE

##### HIGH SCHOOL

School Name

\_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Number of years completed \_\_\_\_\_

Did you graduate?     Yes    No

##### COLLEGE / UNIVERSITY

School Name

\_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Number of years completed \_\_\_\_\_

Did you graduate?     Yes    No

Degree/diploma earned: \_\_\_\_\_

##### VOCATIONAL SCHOOL

School Name

\_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Number of years completed \_\_\_\_\_

Did you graduate?     Yes    No

Degree/diploma earned: \_\_\_\_\_

##### MILITARY

Branch

\_\_\_\_\_

Rank in Military: \_\_\_\_\_

Total Years in Service: \_\_\_\_\_

Skills / Duties

\_\_\_\_\_

\_\_\_\_\_

##### SKILLS

Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems & software packages of which you have a working knowledge. Rank your proficiency level in each skill as either **basic**, **intermediate**, or **expert**.

.....

.....

.....

.....

.....

## 5. WORK EXPERIENCE

**PLEASE DO NOT bypass this section and/or write only "See Resume."**

Please detail your entire work history, beginning 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.

*NOTE: ServiceMaster by Griffing reserves the right to contact all current and former employers for reference information.*

---

### CURRENT OR MOST RECENT EMPLOYER

Name of Organization

Address

\_\_\_\_\_

\_\_\_\_\_

Position Held \_\_\_\_\_

Full-time     Part-time

Dates Employed (mm/yy)

Primary Duties

from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

Salary: *start* \_\_\_\_\_ *end* \_\_\_\_\_

\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reason for Leaving

Phone: \_\_\_\_\_

\_\_\_\_\_

### EMPLOYER BEFORE MOST RECENT

Name of Organization

Address

\_\_\_\_\_

\_\_\_\_\_

Position Held \_\_\_\_\_

Full-time     Part-time

Dates Employed (mm/yy)

Primary Duties

from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

Salary: *start* \_\_\_\_\_ *end* \_\_\_\_\_

\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reason for Leaving

Phone: \_\_\_\_\_

\_\_\_\_\_

**THIRD MOST RECENT EMPLOYER**

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Position Held \_\_\_\_\_

Full-time     Part-time

Dates Employed (mm/yy)

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

from \_\_\_\_\_ to \_\_\_\_\_

Salary: *start* \_\_\_\_\_ *end* \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**\*\*ATTACH ADDITIONAL SHEETS IF NECESSARY**

**6. REFERENCES**

Name

\_\_\_\_\_

Occupation

\_\_\_\_\_

Phone

\_\_\_\_\_

Years Known: \_\_\_\_\_

Name

\_\_\_\_\_

Occupation

\_\_\_\_\_

Phone

\_\_\_\_\_

Years Known: \_\_\_\_\_

Name

\_\_\_\_\_

Occupation

\_\_\_\_\_

Phone

\_\_\_\_\_

Years Known: \_\_\_\_\_

## CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK IN COMPLIANCE WITH THE FCRA (FAIR CREDIT REPORTING ACT)

This authorization and consent for release of personal information acknowledges that \_\_\_\_\_ (Hereafter referred to as "**Company**") and/or its agent, **C4 Operations LLC**, may now, or at any time I am enrolled in, assigned to, volunteer with or am employed by this **Company**, conduct investigations whether the records are of a public, private or confidential nature. These investigations might include, but are not limited to: searches of educational institutions attended; state driving records; financial or credit institutions; employment, including work history, efficiency ratings, complaints and grievances filed by or against me; records and recollections of attorney-at-law or other counsel, whether representing me or any other person (in either a civil or criminal case in which I have been involved); records from the U.S. Veteran' Administration; criminal history information on file in local, state or federal agencies; and motor vehicle records, and following an employment offer, workers' compensation reports from either the Department of Labor, National Personnel Records or the Industrial Commission or similar agencies under the provisions of the Fair Credit Reporting Act 15, USC section 1681 et seq. I also authorize the National Personnel Records Center, or other custodian of my military service record, to release to C4 Operations LLC, the following information and/or copies of documents from my military service record: DD214, service record, and any disciplinary records.

I understand that these searches can be used to determine eligibility under the **Company** policies. Therefore, I authorize the consent for full release of records (either orally or in writing) to the authorized representatives of the **Company**. I understand that according to the Federal Fair Credit Reporting Act, I am entitled to know whether employment was denied based upon the information obtained and received, upon written request, a disclosure of the background report. I also understand that I may request a copy of the report from **C4 Operations LLC, by sending a written request to 1201 Edgewood Rd SW, Cedar Rapids IA 52404-2344, calling (888) 519-6283 or submitting an email request though our website www.C4Operations.com.** After reading this document, I fully understand its contents and authorize the background verification.

Are you applying for employment in California, Minnesota or Oklahoma? YES \_\_\_\_\_ NO \_\_\_\_\_  
If so, do you want a copy of any Consumer Report prepared concerning you? YES \_\_\_\_\_ NO \_\_\_\_\_

I understand that California law requires **Company** to give me a copy of any report requested within three (3) days of the date the information was obtained and that failure to do so will expose **Company** to liability (Section 1786.16).

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Applicant (Print Name)	Applicant Signature
Parent/Legal Guardian Name if Applicant is a Minor	Parent/Guardian Signature if Applicant is a Minor

## 7. SIGNATURE

**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 ServiceMaster by Griffing to investigate, 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 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 ServiceMaster by Griffing 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 including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to the ServiceMaster by Griffing 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 THREE MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion during which I may be terminated without right or appeal.

X

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

\_\_\_\_\_  
Date

## 8. SUBMIT APPLICATION

Email completed application to:

[admin@smgriffing.com](mailto:admin@smgriffing.com)

**OR**

Mail completed application to:

Attn: Hiring Manager  
ServiceMaster by Griffing  
4906 SR 438  
Dalton, PA 18414