

THE CIVIL RIGHTS ACT OF 1964 AND THE OHIO FAIR EMPLOYMENT ACT PROHIBIT DISCRIMINATION IN EMPLOYMENT PRACTICES BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY OR HANDICAP.



Store # \_\_\_\_\_

## APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

All information must be completely and accurately filled out before application will be accepted for interview.

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_ Phone \_\_\_\_\_  
Street How long at this address? Day  
 \_\_\_\_\_ Phone \_\_\_\_\_  
City State Zip Evening

How did you hear about jobs at Swan Cleaners?  Sign in window  Word of mouth  Newspaper Ad  Radio Ad  TV Ad  Other

Person to notify in case of emergency:

Name	Address	Home Phone	Business Phone	Relationship
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Spouse's Occupation \_\_\_\_\_ Work Address \_\_\_\_\_

Transportation to work?  Car  Bus  Walk  Friend  Other \_\_\_\_\_

Are you a U.S. citizen?  Yes  No If no, are you an alien lawfully authorized to work in the United States?  Yes  No

Do you have any relatives employed by Swan? Name \_\_\_\_\_ Relationship \_\_\_\_\_

Were you ever employed by Swan?  Yes  No If yes, when? \_\_\_\_\_ Store \_\_\_\_\_ Why did you leave? \_\_\_\_\_

\*Have you ever been convicted of a criminal or military offense?  Yes  No If yes, when? \_\_\_\_\_

Where? \_\_\_\_\_ For what reason? \_\_\_\_\_

For what position(s) are you applying? \_\_\_\_\_

Date available to start work \_\_\_\_\_ Approximate Salary Requirements \$ \_\_\_\_\_

I am applying for:  Permanent Full Time  Permanent Part Time  Permanent Short Hours  Temporary

### RECORD OF MILITARY SERVICE

Served?  Yes  No If yes, nature of duties \_\_\_\_\_

Branch served \_\_\_\_\_ Discharge rank or grade \_\_\_\_\_

Member of National Guard or Active Reserve?  Yes  No If yes, obligation \_\_\_\_\_

### REFERENCES

List below the names, address & telephone numbers of two persons whom we may contact as personal references:

Name	Address	Occupation	Phone	Known for How Long

### PERSONAL QUALIFICATION STATEMENT

Circle years completed in each	Name and Location of School	Major Subject (Skills Acquired)
High School 1 2 3 4		
College 1 2 3 4		
Other		

Do you plan to return to school?  Yes  No If yes, when? \_\_\_\_\_ Where? \_\_\_\_\_ Course of Study \_\_\_\_\_

\*No applicant for employment will necessarily be rejected because of conviction of a criminal offense. The time and nature of the offense and the type of job to be performed, as well as the applicant's other qualifications will be considered.

Check the following if you have training or skills and list any special interests or hobbies.

Office Skills \_\_\_\_\_

Drycleaning/Laundry  Equipment Repair & Maintenance  Sewing  Janitorial  Pressing  Sales  Other \_\_\_\_\_

Hobbies \_\_\_\_\_

Special Interests \_\_\_\_\_

List all Past Employment (list most recent or present employer first)

Employment Dates From M/Y	To M/Y	Company and Address	Position or Type of Work	Final Salary/Wages	Reason for Leaving

Employment shall be at will. The company has the right to discharge (fire) the Employee at any time and for any reason, or without giving any reason, and the Employee has the right to terminate (quit) his/her employment with the Company at any time and for any reason, or without giving any reason.

I hereby affirm the answers to all preceding requested information are true and accurate, that any falsification or misrepresentation of the facts contained herein is sufficient cause for dismissal if hired. I grant Swan permission to investigate all facts and statements of this application.

I consent to any physical examination, blood, urine, breath or other tests for alcohol, drug, or substance abuse, that may be required in connection with the processing of my employment application or during my employment. Any information generated by such examinations may be released to Swan Cleaners by any testing agency or medical provider.

If hired, I agree to be financially responsible for damages that I might cause to company property due to accident or negligence on my part.

In compliance with Public Law 91-508 (Law Enforcement Agency inclusive) as part of Swan's normal procedure for processing application for employment, a routine inquiry may be made concerning an applicant's character, general reputation, personal characteristics, and mode of living. I further understand, upon my written request, information as to the nature and scope of the report, if one is made, will be provided.

Swan desires that all associates work regular schedules; however, we reserve the right to modify your schedule as business requirements dictate. This may include being reassigned to a store location other than where you were originally employed.

All associates are on a probationary period for ninety calendar days. During the probationary period, an associate may be released for unsatisfactory job performance, after being counseled by their supervisor, without being placed on a formal job performance warning program.

By signing this application, I hereby agree that any dispute or claim that may arise as a result of this application and/or interview process and, if hired, any dispute or claim that I may have in the course of my employment or upon termination of employment by me or by the Company will not be litigated through the Court System or through any Government Department or Agency, but rather will be handled by a mediation process by and between the Company and me.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE**

My starting salary will be \_\_\_\_\_ per hour

Interviewer's Comments \_\_\_\_\_

Swan Stores where applicant can work \_\_\_\_\_

Date Hired \_\_\_\_\_

Full Time

Interviewed by \_\_\_\_\_

Starting Date \_\_\_\_\_

Part Time

Approved by \_\_\_\_\_

Manager

Training Date \_\_\_\_\_

Approved by \_\_\_\_\_

District Manager

Position \_\_\_\_\_

Salary \_\_\_\_\_

Store \_\_\_\_\_

Manager \_\_\_\_\_