

PORTLAND GUTTER CLEANING, LLC

4804 NW BETHANY BLVD STE 12 #162 | PORTLAND, OREGON 97229-4982

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PRE-APPLICATION AGREEMENT

All potential applicants seeking employment with Portland Gutter Cleaning, LLC are required to review the following company policies and conditions of employment prior to entering into the application process. Please read carefully, initial each item, and sign below noting your complete understanding of said policies and conditions. Submit this form with your completed application package.

Portland Gutter Cleaning, LLC is a drug-free workplace. Drug testing may be required as a condition of employment with our company. All new hires must complete drug testing as part of pre-employment orientation. Drug and/or alcohol use while on the job is grounds for immediate termination.

Initial _____

All applicants seeking employment with Portland Gutter Cleaning, LLC may be required to submit to full background investigation; including criminal records, motor vehicle records and employment history.

Initial _____

Portland Gutter Cleaning, LLC is a smoke-free workplace. We do not allow smoking or tobacco use while on company time. Smoking is prohibited on or within sight of company or client property, anywhere in client view, within or in sight of company vehicles, while wearing company uniform, and is strongly discouraged in personal vehicles on the way to work. Employees MUST have reliable transportation to and from work.

Initial _____

Employees are required to maintain a professional image and exercise acceptable levels of personal hygiene and grooming when at work as part of company dress code. Employees are required to come to work clean and bathed daily. Hair is to be kept cleanly groomed. Male employees are expected to shave daily and have any facial hair kept to a minimum and cleanly groomed. Employees are not allowed to wear facial body piercing jewelry while at work. Employees are required to arrive to work daily in a clean company uniform.

Initial _____

I have read the preceding company policies and conditions of employment. Prior to entering into the application process I have a clear understanding of what is expected of employees hired by Portland Gutter Cleaning, LLC and can agree to these conditions:

Signature

Date: _____

Print Name

APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone	E-mail Address			Facebook	YES <input type="checkbox"/> NO <input type="checkbox"/>
Date Available	Social Security No.			Desired Pay	
Position Applied for					
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you have a clean driving record?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain	
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	

EDUCATION

High School		Location			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

REFERENCES

Please list three professional references.

Full Name		Relationship
Company		Phone ()
Address		
Full Name		Relationship
Company		Phone ()
Address		
Full Name		Relationship
Company		Phone ()
Address		

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

AGREEMENT & RELEASE

For the purpose of this agreement and release, Portland Gutter Cleaning, LLC, is referred to as “the company,” “this company,” or “you”. The facts set forth above in my application for employment are true and complete. I understand that false statements or omission of information on this application (even if discovered after employment) or any other employment form may lead to dismissal or denial of employment. You are hereby authorized to make any investigation of my personal history, employment history, criminal, and motor vehicle records through any investigative or credit agencies or bureaus. A criminal record or sentence is not an automatic disqualification for employment. I agree to submit to any drug or alcohol testing prior to or after employment, and I agree to submit to a medical evaluation, if required.

In exchange for the consideration of my employment application by this company, I hereby release and forever discharge this company (including its directors, officers, employees, and agents) and my past and/or present employers (including their directors, officers, employees, and agents) from any liabilities which may result from an investigation of my past and/or present employment or from the disclosure of such information. I authorize the use of any information in this application to verify my statements, and I authorize past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record.

I understand that if my application is accepted that employment with this company at all times is employment “at will.” It is further understood that this “at will” relationship may not be changed by any written document, verbal statements, or by conduct unless an authorized executive of this company specifically acknowledges such change. I further understand that my “at will” employment may be terminated at any time by this company or myself and includes no guarantee, contract, or promise of employment for any specific length of time. I understand that the first 90 days of employment is a new-hire introductory period. I have read, understand, and my signature consent to these statements.

Signature

Date: _____

Print Name

Please print off application and send it to the address listed above.