

Janitorial Survey

Survey: Pre-Employment Application

[Print Full Name] Date ___/___/___ Time ___ a p

What attitudes do you currently possess that you can offer our company? (Examples: I am hard working, I always show up to work on time, I am a team player, I am willing to learn, etc.)

What abilities do you possess that would be of interest to our company"

Give all the types of CLEANING experience [✓] use a check mark] (and number the months? or years? on each) of experience you have:

- | | | |
|-----------------------------------|-----------------------------------|----------------------------------|
| ___ house (___ mo/ ___ yrs) | ___ hard floors(___ mo/ ___ yrs) | ___ Bonnet(___ mo/ ___ yrs) |
| ___ office(___ mo/ ___ yrs) | ___ buffing (___ mo/ ___ yrs) | ___ Extraction(___ mo/ ___ yrs) |
| ___ janitorial (___ mo/ ___ yrs) | ___ stripping (___ mo/ ___ yrs) | ___ windows (___ mo/ ___ yrs) |
| ___ industrial(___ mo/ ___ yrs) | ___ Carpet(___ mo/ ___ yrs) | Others: ___ |

What areas would you like to improve upon to make yourself a more valuable member of the Glory Cleaning Service team?

What expectations do you have of Glory Cleaning Service?

What are some of the challenges you've had to overcome in other places of employment? (Examples: learning to operate new equipment, beat time deadlines, deal with client complaints, etc.)

What steps did you take to overcome these challenges, or deal with them?

What goals do you have for yourself as a result of being a part of a team such as this?

How did you hear about Glory Cleaning Service?

You can mail your answers to the following address: Or you can copy the pages and email them to glorycarpet@gmail.com

Glory Carpet Cleaning Service
47 Long Hill Street
East Hartford, CT 06108-1436.

Be sure to include your name and phone number so I will be able to get in touch with you. Once I receive your information and know that you are interested in being a part of our team, I'll contact you to schedule a time to meet with you in person.

Name _____
Address _____
City, State, Zip _____
Email _____
Phone _____
Work Phone _____

BE AWARE OF OUR EXPECTATIONS (A PORTION OF OUR EMPLOYMENT APPLICATION FORM.)

"GLORY CARPET CLEANING SERVICE & GLORY CLEANING SERVICE

47 Long Hill Street
East Hartford, CT 06108-1436

"We Love to Clean, Let Us Show You!"
Mr. & Mrs. C. Pat Lanyon, Owners

860/ 528-7205

Carpet & Furniture ** Floor Finishing ** Janitorial

Fully Insured, Family Run, Certified with IICRC

CONFIDENTIAL PERSONAL EMPLOYMENT APPLICATION

INTRODUCTION

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Part I: Read and sign below before completing this application.

Thank you for your interest in employment with our company. It is understood, that cleaning is an essential part of life, and something we cannot do without, something each of us *must* do. It is, however, our observation also that *few people truly enjoy cleaning, especially* thoroughly. If you are one of them, we consider you unusual, and we are truly honored to have your interest.

It is the intention of the administration to provide not only employment, but training and advancement for each employee and associate. We want to develop a comprehensive program with the right incentives to bring to fulfillment a qualified and dependable cleaning *service* company.

We want THREE CHARACTERISTICS to be associated with our company:

1. **QUALITY** -- We expect *thorough* cleaning with detail. We have found that when detail cleaning is left undone, the rest of the work *appears* undone! We know that a job well done will bring a sense of personal accomplishment that results in self-satisfaction and purpose in life.
2. **DEPENDABILITY** -- We expect cleaning to be done according to a regular prearranged schedule. We expect it to be normally done on time unless *advance* notification and arrangements are made, except of course, for emergencies.
3. **INTEGRITY & ETHICS** -- We expect our employees to display character and responsibility *throughout* their employment with us. This relationship establishes a trust that actually protects all of us -- the employer, the employee, the customer. *Never sacrifice this TRUST; it cannot be restored in our line of business. The customer will not tolerate it. We as employer must and absolutely will not tolerate it! Your HONESTY and HUMILITY are more important to us than your ability to clean!*

For these reasons, your employment will be **immediately terminated without further recourse for the following violations of our "trust"**:

- Lying, deception or deliberate misrepresentation in any circumstance whether direct or indirect.
- Unauthorized* use of any office equipment, or personal effects, including, but not limited to, copiers, printers, computers, calculators, desk-top equipment, foods, condiments, or any articles in private desk drawers, etc.
- Unauthorized* use of cleaning equipment and/or products of either our company or the customer.
- Failure to properly secure any door or engage any security system required by the company or customer.
- Unauthorized* reproduction of entry keys or dissemination of exclusive entry codes or any of our account office' s employee/ patient/ client information.
- Unauthorized* use of others, friends or relatives included, to help you in your cleaning or to even be present with you during your cleaning operations.
- Use or conviction of use of any illegal substance at any time – on the job – or off the job when it impacts workmanship while on the job!* Also, refusal to submit to drug testing at any time while you are performing cleaning operations, if so requested by your immediate supervisor, is grounds for immediate termination.

Most important of all, we expect the spirit of a "learner" from you while you are under our employment. This does not mean that we are unwilling to learn from you. You may offer suggestions, verbal or written, at any time. But we do ask that you *acknowledge our experience and authority* and do things our way when we consider it the best way.

As you agree with these preliminary concerns and expectations, so indicate your agreement with your signature below, and then complete the remainder of the application. ..."