

Supplemental Information Interview Sheet

Name: _____ , _____ , _____
Last First MI

Address: _____ City: _____ Zip: _____

Social Security Number: _____ Today's Date: _____

For Office Use Only	Route Number	Market	Form IS
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Please answer every question as accurately as you can. Unless noted otherwise, circle only one letter for each item. The items on this questionnaire have been validated in accordance with Federal Guidelines on employee selection procedures.

- Type of work for which you are applying?
 - Full Time
 - Part Time
 - Part Time to Full Time
- Have you been told what you would be doing on the job?
 - Yes
 - No
- Have you worked in window cleaning before?
 - No
 - Yes, once or twice
 - Yes, professionally
- If B or C please describe in more detail.
- If yes, are you willing to learn & implement new styles & techniques that our company uses?
 - Yes
 - No
- Do you have any other job offers now?
 - Yes
 - No
- Do you currently have a second job?
 - Yes
 - No

8. If yes, please describe duties, hours and days.
9. How many really close friends do you have?
 - A. A lot of them
 - B. A few of them
 - C. One or two
 - D. None
10. What is your ability to get people to do what you want them to do?
 - A. Much better than other people I know
 - B. Somewhat better than other people I know
 - C. At least as good as other people I know
 - D. Not quite as good as other people I know
11. How much responsibility would you like to have in a job?
 - A. A good deal of responsibility
 - B. Some responsibility
 - C. A little bit of responsibility
 - D. Not have any responsibility
12. How easy will it be for you to get another job of interest if you do not get this one?
 - A. Easy
 - B. Hard
 - C. Very hard
 - D. I don't know
13. The pay for the job I'm applying for is: (based on a 40 hour work week)
 - A. Higher than the pay of my last job
 - B. The same as the pay of my last job
 - C. Lower than the pay of my last job
 - D. This is my first job
14. How many people, not including yourself, are dependent upon you for all or most of their support?
 - A. None
 - B. 1
 - C. 2 or 3
 - D. 4 or 5
 - E. More than 5
15. How easy do you think it would be for you to adjust in the position described?
 - A. Much easier than most people
 - B. A little easier than for most people
 - C. About the same as for most people
 - D. A little harder than for most people
 - E. Much harder than for most people

16. How long did you stay in the last full-time job you had?

- A. Less than 1 month
- B. 1 to 3 months
- C. 3 to 6 months
- D. 6 to 12 months
- E. 1 to 3 years
- F. More than 3 years

17. How many full-time jobs have you had?

- A. None
- B. 1
- C. 2
- D. 3 or more

18. What was your attendance record like in school?

- A. I was never absent
- B. I was almost never absent
- C. I was absent, but no more than others
- D. I was absent a lot

19. How many courses did you fail or have to repeat in college?

- A. None
- B. 1
- C. 2 or 3
- D. 4 or more
- E. Did not attend college

20. What is most important in a job? Number all of them - 1 to 12, 1 being most important.

- _____ Open communication
- _____ Nature of work
- _____ Control over work content
- _____ Job security
- _____ Fringe benefits
- _____ Flexible work schedule
- _____ Advancement opportunities
- _____ Salary and wages
- _____ Working conditions
- _____ Steady, stable paycheck
- _____ Training for the job
- _____ Size of organization

21. Which one of the following describes you best?

- A. A very “up-tight” person
- B. A somewhat “up-tight” person
- C. About as “up-tight” as most others
- D. A fairly relaxed person
- E. A very relaxed person

22. Do you:

- A. Rent a house
- B. Rent an apartment
- C. Rent a mobile home
- D. Own a house
- E. Own a townhouse
- F. Own a mobile home
- G. Live with parents or relatives

23. Where did you learn about this job as a possible place to work?

- A. Saw Office
- B. Saw a sign
- C. Saw people working in window cleaning
- D. A friend or relative working in window cleaning
- E. Craig’s List

24. If we contact your current employer (or most recent), how would he/she rate the quality of your work?

- A. Well above average
- B. Somewhat above average
- C. Average
- D. Somewhat below average
- E. Well below average
- F. I’ve never had a job

25. Please describe in your own words what you like best about the idea of window cleaning?

26. If we asked your most recent employer how honest you are what would he/she say?

- A. Much more honest than other employees
- B. More honest than other employees
- C. About as honest as other employees
- D. Less honest than other employees
- E. Much less honest than other employees
- F. I’ve never had a job

27. What is the highest grade you finished in school?

- A. 10th grade or lower
- B. 11th grade
- C. G.E.D.
- D. High School graduate
- E. Some college
- F. College graduate
- G.

28. How old are you?

- A. 18 or under
- B. 19 to 20
- C. 21 to 25
- D. 26 to 30
- E. 31 to 35
- F. 36 to 40
- G. 41 to 50
- H. 51 to 60
- I. 61 or older

29. On a scale of 1 to 10, how energetic are you – 10 being most energetic.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

30. How prompt are you?

- A. Absolutely always on time
- C. Almost always on time
- D. Not always on time
- E. Never on time

31. Why should we hire you over someone else?

32. Do you have a back-up vehicle in case your primary vehicle breaks down? Please describe.

33. What will we find on your record when we do a background check?

34. What kind of job position are you looking for? Circle 1.

- A. Very little stress: Get up, do your job, go home, work alone on a 7 to 9 hour day – Mon. thru Fri.. Never in the same place throughout the day. You set the pace. Steady okay paycheck.
- B. More stress: Strict hours, boss looking over you all day. Same place all day. 8 hour day. 5 to 6 day work week.
- C. A lot of stress: Significant responsibility & heavy workload. More money. Always on the move. Unexpected surprises. 5, 6 or 7 day work week.

Comments:

35. If you get this position as a professional window cleaner how long do you plan to stay working here?

36. Anything else we should know about you?

37. Any comments regarding this job?

38. Any questions you would like to ask us?

39. What is your Date of Birth: _____ / _____ / _____

40. In case of an emergency who do we contact: Name: _____

Relationship: _____ Telephone #'s: _____

PLEASE ANSWER EVERY QUESTION BEFORE TURNING IN

Your Full Name: _____ SS#: _____
 First Middle Last

Address: _____

Home Tel.#: _____ Cell#: _____

Email Address: _____

**email APPLICATION & INTERVIEW SHEETS TO
Daniel@highervisionwindowcleaning.com**

Application for Employment Higher Vision Window Cleaning LLC.

Tel: 704-799-0313 Fax: 704-660-0919

Equal access to programs, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position applied for: _____ Birth Date: ____/____/____ Date of Application ____/____/____

Referral Source Advertisement Employee Relative Government Employment Agency

Craigs List Walk-In Private Employment Agency Other _____

Name of source (if applicable) _____

Full Name _____

FIRST MIDDLE LAST

Address _____ SS# _____

STREET CITY STATE ZIP CODE

Telephone # (_____) Mobile/Other phone # (_____)

E-mail address _____ Relative Tel. # (_____)

If necessary, best time to call you at home is _____ am _____ pm

May we contact you at work?YES.....NO.....(CIRCLE ONE)

If yes, work number and best time to call (_____) Best time to call _____

Have you submitted an application here before?YES.....NO.....(CIRCLE ONE)

If yes, give date(s) and position(s) _____ / _____ / _____

Have you ever been employed here before?YES.....NO.....(CIRCLE ONE)

If yes, give dates.....From _____ / _____ / _____ To _____ / _____ / _____

Are you legally eligible for employment in this country?.....YES.....NO.....(CIRCLE ONE)

Date available for work ____/____/____ What is your desired salary range? \$ _____

Type of employment desired? Full-time Part-time Temporary

Will you travel if job requires it?.....YES.....NO.....(CIRCLE ONE)

Are you able to meet the attendance requirements of the position?YES.....NO.....(CIRCLE ONE)

Will you work overtime if required?YES.....NO.....(CIRCLE ONE)

If no, please explain _____

Have you ever been bonded?YES.....NO.....(CIRCLE ONE)

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?.....YES.....NO.....(CIRCLE ONE)

If yes, please provide date(s) and details _____

Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of offense, seriousness, and nature of the violation, rehabilitation and position applied for will be taken into account.

Driver's license number if driving is an essential job function _____ State _____

AN EQUAL OPPORTUNITY EMPLOYER

Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent. Explain any gaps in employment in comments section below.

Employer _____ Telephone # _____
Address _____
Starting job title/final job title _____
Immediate supervisor and title _____
Reason for leaving _____
May we contact for references? Yes _____ No _____ Later _____
Dates employed: from ____/____/____ to ____/____/____
Starting Hourly rate/salary: \$ _____ per _____
Final hourly rate/salary \$ _____ per _____
Summarize the type of work performed and job responsibilities _____

Employer _____ Telephone # _____
Address _____
Starting job title/final job title _____
Immediate supervisor and title _____
Reason for leaving _____
May we contact for references? Yes _____ No _____ Later _____
Dates employed: from ____/____/____ to ____/____/____
Starting Hourly rate/salary: \$ _____ per _____
Final hourly rate/salary \$ _____ per _____
Summarize the type of work performed and job responsibilities _____

Employer _____ Telephone # _____
Address _____
Starting job title/final job title _____
Immediate supervisor and title _____
Reason for leaving _____
May we contact for references? Yes _____ No _____ Later _____
Dates employed: from ____/____/____ to ____/____/____
Starting Hourly rate/salary: \$ _____ per _____
Final hourly rate/salary \$ _____ per _____
Summarize the type of work performed and job responsibilities _____

Comments including explanation of any gaps in employment _____

Skills and Qualifications

Summarize any special training skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying_____

Application Statement

I certify that all the information I have given in order to apply for and secure work with the employer is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents, to contact and obtain information from all references (personal and professional) employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment in a basis prohibited by applicable, local state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate any employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all the terms of the foregoing applicant statement.

Signature of Applicant_____ Date:___/___/_____