



We give your home the personal touch

ELITE

HOME SERVICES

**1919 MONTANA AVENUE
BILLINGS, MONTANA 59101
(406)-248-3435**

APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact a representative of the Personnel Department.

PLEASE PRINT

Position Applied For: _____ Date: _____
Referral Source: ☐ Advertisement ☐ Employee ☐ Relative ☐ Walk-In ☐ Employment Agency ☐ Other

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Telephone Number () _____ Best time to Call: _____ am or pm Social Security Number - -

If you are under 18, can you furnish a work permit? ☐ YES ☐ NO Have you filled out an application here before? ☐ YES ☐ NO If so, when? _____

Have you ever been employed by our company? ☐ YES ☐ NO If so, when _____ Type of employment desired ☐ Full Time ☐ Part Time

Are you eligible for employment in this country? ☐ YES ☐ NO Date you are available to begin work _____

Have you been convicted of a felony in the last seven (7) years? ☐ YES ☐ NO (Such conviction may be relevant if job related, but does not bar you from employment.)

If Yes, please explain _____

EMPLOYMENT HISTORY

List your last 4 employers - Please explain any gaps in your employment history.

Employer:	Dates Employed:	Summarize job you performed:
City: State:	From:	
Phone Number: ()	To:	
Your Job Title: Supervisor's Name:	May we contact for reference?	Reason for Leaving:
Hourly Rate/ Salary:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Starting: Final:		

Employer:	Dates Employed:	Summarize job you performed:
City: State:	From:	
Phone Number: ()	To:	
Your Job Title: Supervisor's Name:	May we contact for reference?	Reason for Leaving:
Hourly Rate/ Salary:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Starting: Final:		

Employer:	Dates Employed:	Summarize job you performed:
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Your Job Title: Supervisor's Name:	May we contact for reference?	Reason for Leaving:
Hourly Rate/ Salary:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Starting: Final:		

Employer:	Dates Employed:	Summarize job you performed:
City: State:	From:	
Phone Number: ()	To:	
Your Job Title: Supervisor's Name:	May we contact for reference?	Reason for Leaving:
Hourly Rate/ Salary:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Starting: Final:		

Comments (including explanation of any gaps in your employment history)

EDUCATIONAL BACKGROUND

List the last two schools you attended, starting with the most recent.

School:	City: State:	Years Completed:

PERSONAL REFERENCES

List the name and telephone number of two personal references not related to you.

Name:	Telephone Number:	Years Known:
	()	
	()	

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by any local, state or federal law.

I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause, and without any prior notice. I understand that not representative of this employer has any authority to make me any assurances to the contrary.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

Signature of Applicant: _____ Date: _____



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Job Description

Department: Housekeeping
Department Name: Elite Home Services
Position: In Home Specialist

Job Purpose

Maintain homes by cleaning, dusting, vacuuming, washing, ironing, grocery shopping and other errands.

Description

An In Home Specialist's primary responsibility is to keep the home clean and presentable. In Home Specialists need not have formal training, however should have experience working in a private home. The specific duties and skills will vary depending on the size of the home and the candidate's experience level. In Home Specialists work in all types of homes, from casual homes to formal, multi-staffed homes.

Requirements

- Applicant must be 18 years of age or older.
- Applicant must have a valid Montana driver's license.
- Applicant must be able to pass a urine/blood test for drug and/or alcohol use.
- Applicant must submit to a Federal, State, Local and DMV background check to be considered for employment.

Other requirements include ability to communicate effectively both verbally and in writing. Must be able to use good judgment, detail oriented and be able to effectively work alone or with a diverse group of individuals. This position requires the ability to perform physical tasks that include bending, kneeling, pushing, pulling, lifting and carrying objects up to 30 lbs.

Duties

- Cleaning the interior of the home and the immediate areas outside (e.g. patios, porches, garages, walks, etc.).
- Laundering clothes and household linens; provide ironing or pressing if requested.
- Makes beds by removing and replacing sheets and pillow cases.
- Removes miscellaneous debris by removing trash.
- Refreshes bath area by cleaning tub, toilet, and sinks; removing used towels and bathmats; replacing bath linens.
- Cleans floors by washing and vacuuming floors.
- Maintains furnishings by dusting and polishing furniture; cleaning and polishing glass surfaces.
- Running errands including pickup and delivery of flowers, dry cleaning and grocery shopping.



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Job Description

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Position: In Home Specialist

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- Keeps supplies ready by restocking housekeeping supplies; ordering new supplies as needed.
 - Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
 - Enhance housekeeping reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

Employee Signature

Date

Elite Home Services reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.



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Consent for Drug & Alcohol Testing

If you are offered and accept employment with Executive Cleaning Co., Inc., dba Elite Home Services, you will be required to take a urine/blood test for drug and/or alcohol use. Elite Home Services requires drug testing for all employees to ensure a safe working environment.

I, [employee's name]_____, understand that I am being tested for drug and/or alcohol use and have been fully informed of the the procedure involved, and do hereby freely give my consent. In addition, I understand that the results of this test will be forwarded to my potential employer and become part of my record.

If this test is positive, and for this reason I am not hired, I understand that I will be given the opportunity to explain the results of this test.

By signing the form you are authorizing Occupational Health to release information to Executive Cleaning Co., Inc.

APPLICANT/EMPLOYEE SIGNATURE

DATE



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Authorization to Release Information Form

To be completed by Applicant/Employee

I understand employment with Executive Cleaning Co., Inc., dba Elite Home Services, is of a nature that requires background checks for the purpose of evaluating me for employment. I also understand that any misrepresentation, falsification or omission of facts herein may be grounds for disqualification, release or dismissal.

APPLICANT INFORMATION:

Print Name:	Last	First	Middle
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Address: Street Name & Number	City	State	ZIP Code
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How long at above address

Date of Birth	Social Security #
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Home Phone	Business Phone
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Other Names You Have Used:

Prior Addresses for the last 7 years and length of stay:

1.

2.

3.

4.

5.

SINCE YOUR 18TH BIRTHDAY, HAVE YOU BEEN CONVICTED OF A FELONY OR FELONY-REDUCED-TO MISDEMEANOR CONVICTION BY ANY COURT? YOU MAY OMIT CONVICTION OF A MISDEMEANOR WHILE UNDER AGE 18 IF THE RECORD WAS SEALED OR ANY MINOR TRAFFIC VIOLATIONS.

YES

NO

If yes, please indicate date, location and explanation:



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Driver's License Information:

Driver's License Number	State of Issue	Expiration Date
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Prior Employers:

Name

City/State

Phone #

From - To

1.

Your Position: _____ Reason Left: _____

2.

Your Position: _____ Reason Left: _____

3.

Your Position _____ Reason Left: _____

I hereby authorize Executive Cleaning Co., Inc., dba Elite Home Services, to request and receive any and all background information about or concerning me, including but not limited to my Criminal History, Driving Record and other entities including my present and past employers.

I further release and discharge Executive Cleaning Co., Inc. from any and all claims and liability arising out of any request for information or records pursuant to this authorization, procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable.

I hereby certify that all statements on this application are true and correct to the best of my knowledge and belief.

APPLICANT/EMPLOYEE SIGNATURE

DATE