



Thank you for your interest in being part of the ServiceMaster Solutions team!

We are dedicated to providing an open and positive work environment for our employees and outstanding service to our customers.

As part of our application process, it is important to let prospective employees know who we are, while we learn about you. Please read the Core Values we work by and our expectations of you as part of the ServiceMaster Solutions team.

SERVICEMASTER SOLUTIONS CORE VALUES

Integrity

We promise to conduct our business with the utmost integrity, treating our employees and customers with honesty, loyalty and respect.

Professional Dependability

We promise to deliver quality and consistent service, through knowledgeable and professional employees, to create an experience that exceeds our customers' expectations and builds their loyalty.

Empower & Develop Our Team

We promise to demonstrate the value of our entire team through providing an environment which encourages empowerment, development and respect.

Grow

We promise to grow through the pursuit of people, knowledge, business opportunities and operational practices, enhancing the financial health of our organization.

Our Mission

We are the building maintenance, repair and remodeling partner our customers rely on for all their needs. We will exceed our customer's expectations through continually demonstrating integrity and professional dependability and through the continued development, empowerment and growth of our entire team.

HOW TO BE AN EXCELLENT EMPLOYEE

Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and maintain a good team attitude. How you interact with fellow employees and those whom ServiceMaster Solutions serves, and how you accept direction can affect your success. In turn, the performance of each individual can impact the entire service offered by ServiceMaster Solutions. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the company overall and personal satisfaction for you.

You are encouraged to grasp opportunities for personal development that are offered to you. This provides insight on how you can positively perform to the best of your ability to meet and exceed our expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making ServiceMaster Solutions a company where you can approach your manager, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of ServiceMaster Solutions.

Remember, you help create the healthful, pleasant and safe working conditions that ServiceMaster Solutions intends for you. Your dignity and that of fellow employees, as well as that of our customers, is important.

APPLICATION PROCESS

The Employment Application is attached for your convenience. We perform detailed criminal and identification checks as part of our commitment to outstanding service.

If you are qualified and eligible please complete our application!

YOUR APPLICATION WILL REMAIN ACTIVE FOR CONSIDERATION FOR THREE MONTHS



SERVICEMASTER SOLUTIONS

Employment Application

APPLICANT INFORMATION										
Last Name				First				M.I.	Date	
Street Address							Apartment/Unit #			
City				State				ZIP		
Phone				E-mail Address						
Date Available				Desired Wage						
Position Applying 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"/>					
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?							
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain							
How did you hear about us?										
EDUCATION										
High School				Address						
# Years Attended		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
College				Address						
# Years Attended		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
Other				Address						
# Years Attended		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
AVAILABILITY										
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Hours Available Day <input type="checkbox"/> Night <input type="checkbox"/> Either <input type="checkbox"/>										
Please indicate the days and hours you are available to work										
Mon <input type="checkbox"/> ___ to ___ Tues <input type="checkbox"/> ___ to ___ Wed <input type="checkbox"/> ___ to ___ Thurs <input type="checkbox"/> ___ to ___ Fri <input type="checkbox"/> ___ to ___ Sat <input type="checkbox"/> ___ to ___ Sun <input type="checkbox"/> ___ to ___										
When are you available to work?										
REFERENCES										
<i>Please list three professional references.</i>										
Full Name				Relationship						
Company				Phone	()					
Full Name				Relationship						
Company				Phone	()					

Full Name					Relationship			
Company					Phone	()		
Address								
EMPLOYMENT HISTORY								
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								
ServiceMaster Solutions is an equal opportunity employer. ServiceMaster does not discriminate in employment on account of race, color, religion, national origin, citizenship status, age, sex, sexual orientation, marital status, disability or military status.								
I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for ServiceMaster to hire me. If I am hired, I understand that either ServiceMaster or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of ServiceMaster has the authority to make any assurance to the contrary.								
I attest with my signature below that I have given to ServiceMaster true and complete information on this application. I authorize ServiceMaster to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate termination.								
Signature						Date		