



# EMPLOYMENT APPLICATION

Acden Bee-Clean values diversity in the workplace. Women, Aboriginal People, Visible Minorities and persons with disabilities are encouraged to apply and self-identify.

## PERSONAL DATA

Salutation:

Last Name

First Name

Middle

Street Address / Apt No.

City

Prov / Postal Code

( )

Home Number

( )

Mobile Number

( )

Alternate Number

Social Insurance Number (Optional)

Health Care Number (Optional)

Emergency Contact Name

( )

Primary Contact Number

( )

Secondary Contact Number

For which position are you applying? \_\_\_\_\_ Location: \_\_\_\_\_

Legal Status to Work in Canada (Documentation may be required):

Canadian Citizen  Landed Immigrant / Permanent Resident  Work Permit  Other  \_\_\_\_\_

Have you previously worked for Bee-Clean?

If Yes, when? \_\_\_\_\_ Location: \_\_\_\_\_ Yes  No

Reason for departing? \_\_\_\_\_

Have you ever been convicted of a criminal offence? Yes  No

Are you available to begin work immediately? Yes  No

If no, when would you be available? \_\_\_\_\_

Availability (Please check all that applies):

Part Time  Full Time  Weekends  A.M. Shift  P.M. Shift  Graveyard

Uniform Size (Please check your desired size):

Small  Medium  Large  Extra Large  Extra Extra Large

## FOR INTERNAL USE ONLY (Do not write in this area)

Start Date: _____	Branch: _____
Wage: _____	Building: _____
Shift Hours: _____	Hours Per Day: _____ Days Per Week: _____
Job Number: _____	Orientation Completed?: Yes <input type="checkbox"/> No <input type="checkbox"/> Youth <input type="checkbox"/> To Follow <input type="checkbox"/>
Supervisor: _____	WHMIS Completed?: Yes <input type="checkbox"/> No <input type="checkbox"/> To Follow <input type="checkbox"/>
Identification Document(s) Provided: S.I.N. <input type="checkbox"/> Record of Landing <input type="checkbox"/> Driver's License <input type="checkbox"/> Other <input type="checkbox"/>	
Has a void cheque or bank deposit authorization been attached for payroll purposes? Yes <input type="checkbox"/> No <input type="checkbox"/> To Follow <input type="checkbox"/>	

Continued on reverse

## EMPLOYMENT HISTORY

(Please complete the below, utilize a separate piece of paper if require **OR** attach a current resume to this application)

\_\_\_\_\_  
Company / Employer

\_\_\_\_\_  
Immediate Superior

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Prov / Postal Code

\_\_\_\_\_  
( )

\_\_\_\_\_  
Office Number

\_\_\_\_\_  
( )

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date Employed (MM/YYYY to MM/YYYY)

\_\_\_\_\_  
Starting Position

\_\_\_\_\_  
Latest Position

\_\_\_\_\_  
Duties

\_\_\_\_\_  
Starting Salary

\_\_\_\_\_  
Final Salary

\_\_\_\_\_  
Reason for departing

## REFERENCES (Please do not list relatives or previous employers)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone ( )

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone ( )

## RULES, REGULATIONS AND CONDITIONS OF EMPLOYMENT

- Applications must be printed and filled out completely.
- If hired, employees are required to provide a void cheque or bank deposit authorization form.
- Earnings shall be payable twice monthly in arrears. The employee shall have deducted from their earnings the standard payroll deductions as required by law. Our corporate payroll system is computerized and it is therefore not possible to give payroll advances, **please do not ask.**
- Employees are to report to work on time with uniforms and shoes in clean and presentable condition.
- Employees must be well groomed, presentable and professional at all times.
- Disorderly, incompetent, willfully neglectful, or dishonest behaviour will not be tolerated.
- Under no circumstances are employees to open the customer's building doors for anyone.
- It is forbidden to take anything out of the building without prior written authorization.
- Employees must never enter customer's desks, files, etc. and must not utilize any of the customer's property.
- Intoxication, fighting, and insubordination will not be condoned or tolerated.
- All personal communication devices, including mobile phones, must not be used during working hours except in the case of an emergency. The use of personal electronic devices (*i.e. iPods*) is forbidden.
- Employees who are going to be late or sick must advise their supervisor a minimum of four (4) hours prior to their intended start time.
- If an employee incurs an injury during the course of performing their duties, they are to inform their supervisor immediately.
- Employees issued keys, security cards, equipment and supplies by Acden Bee-Clean or by customer representatives will be responsible for the replacement costs of same should items be lost or damaged as a result of employee negligence.
- All policies pertaining to the customer's building will be observed and respected (*i.e. smoking policy*).
- Cleaning equipment must be left in good condition. Any concerns or problems must be reported to the supervisor immediately.

*I have read and understood the above employment rules, regulations and conditions. I certify the statements made on this application are true and complete to the best of my knowledge. I understand and agree that if any of the information is determined to be false, it may be determined that it is sufficient grounds for dismissal. I consent to Acden Bee-Clean conducting the necessary investigation or enquiries and obtaining a criminal record check and driving record abstract on me. I consent to the release of my criminal record check results to Acden Bee-Clean's customers. I understand my employment with Acden Bee-Clean is contingent upon receipt of satisfactory information from former employers, references, criminal record check, and driving record abstract. I understand my permanent employment is subject to a three (3) month probationary period.*

\_\_\_\_\_  
Date (MM/DD/YY)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Acden Bee-Clean Representative's Signature