



36635 Reading Ave., Willoughby, OH 44094  
Phone/Fax 216-533-8777

**EMPLOYMENT APPLICATION**

PLEASE PRINT LEGIBLY AND PROVIDE ONLY THE INFORMATION REQUESTED. FAILURE TO DO SO WILL DISQUALIFY YOUR APPLICATION FOR ANY EMPLOYMENT OPPORTUNITIES.

**Superior Carpet and Tile Care is an equal opportunity employer. We DO NOT discriminate on the basis of race, color, religion, age, gender, national origin or non disqualifying disability. Equal access to programs, services 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 company's Human Resource Department.**

Position(s) applied for \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Social Security # \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First Middle

Current Address \_\_\_\_\_  
Street City State Zip

Telephone # (\_\_\_\_) \_\_\_\_\_ Other Phone/Pager (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit? \_\_\_\_ Yes \_\_\_\_ No Birth Date \_\_\_\_\_  
(Mo. /Day- DO not state year)

If not able to furnish a work permit, please explain \_\_\_\_\_

Can you provide proof that you are legally eligible for employment in this country? \_\_\_\_ Yes \_\_\_\_ No

Have you ever worked for this company before? \_\_\_\_ Yes \_\_\_\_ No

If yes, give dates, location and position \_\_\_\_\_

List any relatives and/or friends currently or previously employed by us. \_\_\_\_\_

Type of employment desired. \_\_\_\_ Full Time \_\_\_\_ Part-Time \_\_\_\_ Temporary \_\_\_\_ Seasonal

Hours and days of the week available to work \_\_\_\_\_

Date Available to start work \_\_\_\_/\_\_\_\_/\_\_\_\_ Desired Pay Rate? \_\_\_\_\_

If hired, do you have reliable transportation to work? \_\_\_\_\_ Please Specify \_\_\_\_\_

Have you ever pled "guilty" to or "no contest" to, or been convicted of a crime, other than a minor traffic violation?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

**NOTE:** Answering "Yes" to these questions does not automatically make you ineligible for employment. Relevant factors including, for example, age at the time of the offense, date of offense, nature of offense, rehabilitation and position applied for will be considered.

If you answered "Yes" please provide Date(s) and details and explain what occurred. \_\_\_\_\_  
\_\_\_\_\_

Drivers License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Would you be willing to have a background investigation performed? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Another form requires a signature before a background check is performed)

Periodic Drug Screening? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Another form requires signature)

This job may require physical labor including but not limited to continuous lifting up to 50 pounds, bending, pushing, operating power equipment, moving bulky and/or heavy objects and walking, standing, or driving for extended periods of time, is there any reason why you would NOT be able to perform any of these tasks? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes" please identify the tasks and/or limitations and explain any accommodation which may assist you. \_\_\_\_\_  
\_\_\_\_\_

Have you ever been dismissed, discharged, or asked to resign from a position? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes", please explain: \_\_\_\_\_  
\_\_\_\_\_

How did you hear about Superior Carpet and Tile Care? \_\_\_\_\_

**EDUCATION BACKGROUND**

High School	Major	Complete?
College	Major	Degree?
Other		

**OTHER SKILLS AND QUALIFICATIONS**

Summarize any licenses, certificates, training, skills or qualifications that may assist you in being able to perform job-related functions in the position for which you are applying

\_\_\_\_\_  
\_\_\_\_\_

**MILITARY SERVICE RECORD** (Please use back of sheet if you need additional space)

Have you served in the armed forces? \_\_\_\_ Yes \_\_\_\_ No

If "Yes" what branch? \_\_\_\_\_ Rank at discharge \_\_\_\_\_

Dates of Duty: From \_\_\_\_\_ To \_\_\_\_\_

What were your duties in the service? \_\_\_\_\_ Do you have any specialized training? \_\_\_\_\_

**EMPLOYMENT HISTORY**

Please provide the following information about your past three employers, assignments, or volunteer activities, listing the most recent first.

From _____ To _____		Employer Name _____	Telephone# _____
Job Title _____	Pay Rate Start \$ _____ Hourly/Weekly Final \$ _____ Hourly/Weekly	Address: (City and State Required)	
Supervisor's Name and Title _____		Job Duties _____	
May We Contact For Reference? YES / NO If "No" please explain?		Reason for leaving?	

From _____ To _____		Employer Name _____	Telephone# _____
Job Title _____	Pay Rate Start \$ _____ Hourly/Weekly Final \$ _____ Hourly/Weekly	Address: (City and State Required)	
Supervisor's Name and Title _____		Job Duties _____	
May We Contact For Reference? YES / NO If "No" please explain?		Reason for leaving?	

From _____ To _____		Employer Name _____	Telephone# _____
Job Title _____	Pay Rate Start \$ _____ Hourly/Weekly Final \$ _____ Hourly/Weekly	Address: (City and State Required)	
Supervisor's Name and Title _____		Job Duties _____	
May We Contact For Reference? YES / NO If "No" please explain?		Reason for leaving?	

**REFERENCES:** Please provide the names and contact information for three persons not living with you, whom you have known at least a year.  
**NOTE:** Failure to provide at least three references will disqualify you for employment.

Reference Name?	Relationship?	How Long?	Reference Address/Phone #
Reference Name?	Relationship?	How Long?	Reference Address/Phone #
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PLEASE READ IN ITS ENTIRETY BEFORE SIGNING THIS APPLICATION:

- ✓ I certify that all information in this application is true, and accurate.
- ✓ I understand that any information provided by me that is found to be false, incomplete, and misrepresented in any respect, will be sufficient cause to
  - a) Terminate any further consideration of this application
  - b) Or, if already employed, immediately discharge me from continued employment, regardless of when the discovery is made and regardless of my work performance.
- ✓ I hereby authorize Superior Carpet and Tile Care to verify the accuracy of the information contained in this application
- ✓ I understand and agree that, if I am hired, my employment is not guaranteed for any definite period of time, and I am free to resign at any time, with or without cause, and with or without notice, and that Superior Carpet and Tile Care reserves the same right to terminate my employment at any time, with or without cause or with or without notice, except as may be required by law.
- ✓ I understand that this application is NOT an agreement or contract for employment for any specific period or definite duration or particular position. I understand that no supervisor or representative of the employer is authorized to make any oral assurances to the contrary and that no implied, or written agreement otherwise is valid unless in writing and signed by the president of Superior Carpet and Tile Care.
- ✓ I 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 and present photo identification.
- ✓ I understand that Superior Carpet and Tile Care may initiate a background investigation of me. (Another form will need to be signed.)
- ✓ I understand that Superior Carpet and Tile Care may require periodic and random drug testing.
- ✓ I acknowledge that, if employed, I will have access to and gain knowledge of the employer's trade secrets and confidential information and that such trade secrets and information are valuable, special and unique assets of the employer to which the employer has the right to retain propriety interest. I understand that I will be required to sign a non-compete agreement before I am ever allowed to perform work for Superior Carpet and Tile Care, and that signing this agreement is a condition of employment.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Please Print Applicant Name \_\_\_\_\_

**FOR OFFICE USE ONLY (PLEASE DO NOT WRITE BELOW THIS LINE)**

Hired? ____ Yes ____ No      Hire Date ____/____/____ Background Check Complete? YES / NO Drug Testing Complete? YES / NO    Pass? YES / NO Employee ID # _____ Position _____      Salary _____ Hours? ____ Full ____ Part ____ Temporary		<b>Employment Check List</b> <input type="checkbox"/> Pre – Employment Application <input type="checkbox"/> Interview Sheet <input type="checkbox"/> Background Authorization and Release Form <input type="checkbox"/> Background Information Sheet <input type="checkbox"/> 2 Forms of ID <input type="checkbox"/> Company Handbook <input type="checkbox"/> Emergency Contact Form <input type="checkbox"/> W – 4 <input type="checkbox"/> W – 9 <input type="checkbox"/> No Harassment Policy <input type="checkbox"/> Non – Compete Agreement <input type="checkbox"/> No Weapons Policy <input type="checkbox"/> Sexual Harassment Policy <input type="checkbox"/> Bonuses and Commissions Sheet <input type="checkbox"/> Benefits Sheet <b>ALL FORMS MUST BE FILLED OUT AND SIGNED PRIOR TO STARTING WORK</b>
INTERVIEWED BY:	TITLE:	DATE:
APPROVED BY:	TITLE:	DATE:

# SUPERIOR CARPET AND TILE CARE

## PRE-EMPLOYMENT BACKGROUND INVESTIGATION AUTHORIZATION AND RELEASE FORM

The position, for which you have applied, is one where you will have access to items worth thousands of dollars and where you will be expected to handle and properly account for substantial sums of cash. It is, therefore, vitally important that we have the utmost confidence in your honesty and integrity.

Towards that end, before your conditional offer of employment can become final, we are obliged to conduct a background investigation on you. While you may be permitted to start work before the background investigation is complete, our offer of employment will remain conditional and subject to withdrawal until the investigation has been completed to our satisfaction. The investigation, which may be conducted by us or by others at our request, may include examination of publicly available records, including motor vehicle registration and driving records, civil and criminal court filings, bankruptcies, unemployment compensation claim files and workers' compensation claim files. Inquiries may also be made of credit bureaus, any educational institution reflected on your application, as well as prior employers.

To enable and facilitate the background investigation, it is necessary for you to provide us with the information requested on the attached sheet. It is also necessary that you give your **FULL, VOLUNTARY AND COMPLETE CONSENT** to the investigation, that you **AUTHORIZE ALL PERSONS AND SOURCES TO PROVIDE SUCH INFORMATION AS THEY MAY POSSESS** regarding you, your character, your honesty, your integrity and your trustworthiness, and that you **FULLY RELEASE** them, us and our agents from any and all liability in connection therewith or in any way relating thereto. If there are any specific persons or sources that you would prefer not to be contacted, please provide that information where indicated on the attached list.

Once the background investigation is completed to our satisfaction, we will notify you of our decision regarding whether to withdraw or make final our conditional offer of employment. If the decision is to withdraw the offer, you will be provided with an explanation of the decision and an opportunity to respond. However, the final decision will remain subject to our discretion and judgment.

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*The undersigned hereby acknowledges receipt of a copy of this Pre-Employment "Background Investigation" Authorization and Release form, and having read and fully understood its contents, knowingly and voluntarily consents to a background investigation, authorizes all persons and sources to provide such information as they may possess regarding the undersigned, and fully releases them, the companies and their agents from any and all liability in connection therewith or in any way relating hereto.*

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***Print Full Name***

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***Sign Full Name***

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***Date***

**SUPERIOR CARPET AND TILE CARE  
BACKGROUND INVESTIGATION INFORMATION**

*Please provide all of the following information:*

Full Legal Name: \_\_\_\_\_  
(Print full legal name)

Other Names(s) Known By: \_\_\_\_\_ Period So Known: \_\_\_\_\_  
(Surname) \_\_\_\_\_  
\_\_\_\_\_

Name(s) Known By In School \_\_\_\_\_ Period So Known: \_\_\_\_\_

Full Current Address: \_\_\_\_\_ Years Lived There: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prior Address: \_\_\_\_\_ Years Lived There: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
County of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Please do NOT contact:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for non-contact:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The undersigned certifies that the fore-going information is true and accurate as of the date noted below.*

\_\_\_\_\_  
*Print Full Legal Name*

\_\_\_\_\_  
*Sign Full Legal Name* *Date*