

KD Carpet & Floor Cleaning, LLC

Job Application Information: Position applying for: _____

First Name: _____ Middle: _____ Last: _____

Date: _____ Social Security Number: _____

Street Address: _____

City/State/Zip Code: _____

Phone: _____ Alternate Phone: _____

E-mail: _____

Are you 18 years of age or older? _____

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? _____ Are you employed now? _____

How soon would you be available for employment? _____

Salary desired: _____

Education:

Name of High School: _____

City/State: _____ Number of Years Attended: _____

Did you graduate? _____ Year _____ (Use reverse side for additional high schools attended.)

Name of College or Trade School: _____

City/State: _____ Number of Years Attended: _____

Did you graduate? _____ If so, degree earned: _____

Subjects Studied: _____

EMPLOYMENT HISTORY

Most Recent Position Held:

Company: _____ City/State: _____

Name of Supervisor: _____ Phone: _____

Dates of Employment: From (mo/yr) _____ To (mo/yr) _____

Position Held: _____

Duties Performed: _____

Starting Pay: _____ Ending Pay: _____

Reason for Leaving: _____

May we contact the above Supervisor for a Reference? _____

If not, why? _____

Previous Position:

Company: _____ City/State: _____

Company: _____

Name of Supervisor: _____ Phone: _____

Dates of Employment: From (mo/yr) _____ To (mo/yr) _____

Position Held: _____

Duties Performed: _____

Starting Pay: _____ Ending Pay: _____

Reason for Leaving: _____

May we contact the above Supervisor for a Reference? _____

If not, why? _____

Previous Position:

Company: _____ City/State: _____

Company: _____

Name of Supervisor: _____ Phone: _____

Dates of Employment: From (mo/yr) _____ To (mo/yr) _____

Position Held: _____

Duties Performed: _____

Starting Pay: _____ Ending Pay: _____

Reason for Leaving: _____

May we contact the above Supervisor for a Reference? _____

If not, why? _____

Character References (list people who have known you for at least one year and who are not related to you):

Name: _____ Business: _____

Address: _____

Phone: _____ Number of years known: _____

Relationship: _____

Name: _____ Business: _____

Address: _____

Phone: _____ Number of years known: _____

Relationship: _____

Name: _____ Business: _____

Address: _____

Phone: _____ Number of years known: _____

Relationship: _____

Miscellaneous:

Have you been convicted of an offense, other than a minor traffic violation? _____

If Yes, please explain: _____

Are you able to lift 75 pounds safely (technicians)? _____

If not, please explain: _____

Do you have any other limitations that may prevent you from working with equipment and moving furniture? _____ If so, please explain: _____

Do you have a valid AZ driver's license? _____ Do you have a good driving record? _____

Do you have your own transportation to and from work? _____

Signature _____ Date _____

Employment Opportunities

Hello, and thank you for your interest in employment with my company, **KD Carpet & Floor Cleaning, LLC**. You could be well on your way to a very rewarding experience. The company is enjoying some tremendous growth, and we are looking for quality people to join our team.

I would like to begin by telling you a little bit about our background, who we are, and what we stand for. My name is Keith Doucette and I am the owner of the company. I started **KD Carpet & Floor Cleaning, LLC** in Chandler in 1988. We now employ 3 cleaning technicians. As you can see, we are still a small business, and we all prefer to keep it that way. Everyone involved is a big part of the business and we want to keep a tight camaraderie between us. As the owner I am very involved in the day-to-day operation of the business and am always there for anyone that needs my assistance. This is how I prefer that the business would continue to run. Everyone else on the team prefers it this way as well.

After 18 years in business, we now have over 600 of the most awesome clients that we work for on a regular basis, and this number continues to grow on a daily basis. Our number one goal is to provide the best possible service to our clients so that we are the cleaning company of choice in the area. This is the reason we are growing so quickly. The service we provide our clients is the absolute best available. Everyone on our team is committed to this goal and does whatever is necessary to accomplish this on a daily basis.

We guarantee "The Most Thorough Cleaning Ever, or It's FREE!" We make this bold offer in everything we do, and we stand behind this offer 100%. We use the best equipment, the best supplies, and have the best training. We offer our team members everything they need to be a success in the positions they hold with **KD Carpet & Floor Cleaning, LLC**.

But in order to make this all come together, the final link is you. None of this would even be possible without the help of all of the people on our team who take great pride in their work. If this sounds like something you would like to be a part of, and you are a person of integrity and good work ethics, then fill out the form below and find out if you are qualified to be a part of our team.

Technicians:

The position of Carpet Cleaning Technician for **KD Carpet & Floor Cleaning, LLC** is a very rewarding experience for the team member, as well as the clients that you come into contact with. No previous carpet cleaning experience is required, but your ability to work with people is a must. More important than being a carpet cleaning technician, you must be proficient in working with and communicating with the clients that we perform services for.

I need good people to train to be future route managers. You can make up to \$..... per hour to start if you have the right background...a little less if you have no background at all. You will also earn bonuses. You'll learn by doing, from the bottom up. Most of all, I want to give you the chance to grow with us.

The following is a list of skills that you must bring with you in order to join our team:

- The desire to be taught, and the ability to learn from others.
- A neat appearance that is presentable, as you will be a guest in our client's homes. (Tech's.)
- You are honest and trustworthy.
- You are a person of your word and want to be an accountable member of a fantastic team.
- A good work ethic, as cleaning services definitely involve manual labor. (Tech's.)
- A valid state driver's license and a good driving record. (Tech's.)
- The ability to have fun. This is a very enjoyable place to work.

The following is a list of the skills you will learn during your first 90 days of training in order to be a successful member of our team (Technicians):

- You will learn how to effectively communicate with people.
- You will become a teacher to our clients that they will respect and trust.
- You will be in the process of learning proper cleaning methods and becoming an expert in the field. This will also include instruction by IICRC (Institute of Inspection, Cleaning, and Restoration Certification) and certification testing that will be paid for by the company. For more information about the IICRC, you can go to www.iicrc.org.
- You will become an integral part of a team where your voice is heard and respected.

EMPLOYER QUESTIONS:

1. What abilities do you currently possess that you can offer this team? (Examples: I am hard working, I always show up to work on time, I am a team player, I am willing to learn, etc.)

2. What is integrity to you?

3. What expectations do you have of **KD Carpet & Floor Cleaning, LLC**?

4. What are some of the challenges you've had to overcome in other places of employment? (Examples: learning to operate new equipment, beat time deadlines, deal with client complaints, etc.)

5. What steps did you take to overcome these challenges, or to deal with them?

6. What goals do you have for yourself as a result of being a part of a team such as this?

**KD Carpet & Floor Cleaning, LLC
NON-COMPETE AGREEMENT**

THIS AGREEMENT is made and entered into on this, the ____ day of _____, 20____, by and between _____, hereinafter referred to as “Employee,” and **KD Carpet & Floor Cleaning, LLC**, hereinafter referred to as “Employer.”

- **1.** Employer has hired Employee for employment in Employer’s business.
- **2.** During the course of employment, Employee will be privy to, and gain knowledge of, Employer’s methods of operation, customer list and other confidential and valuable information, which will remain the property of Employer, and will not be for personal use by Employee for any reason.
- **3.** During the course of employment, Employee shall not engage in any other business which competes with Employer.
- **4.** Employee shall not engage in any solicitation of cleaning services for the employee’s sole benefit while working for Employer. New client accounts and jobs gained during hours Employee is working for Employer, and/or wearing a **KD Carpet & Floor Cleaning, LLC** uniform, driving a **KD Carpet & Floor Cleaning, LLC** van, or otherwise representing Employer, shall be the property of **KD Carpet & Floor Cleaning, LLC**.
- **5.** Cleaning vehicles, equipment, and supplies of Employer shall only be used for **KD Carpet & Floor Cleaning, LLC** jobs, and will not be taken by Employee off the Employer property for any other reason without prior permission from Employer.
- **6.** Should Employee violate this Agreement, Employee acknowledges and agrees that Employer can bring an action for injunctive relief and damages. Employee acknowledges that monetary damages are difficult to define, and hereby agrees that damages shall be defined as One Hundred Percent (100%) of gross revenue derived through Employee’s efforts in violation of this Agreement, plus Employer’s costs and reasonable attorney’s fees.
- **7.** Upon termination of employment, Employee must return all equipment, paperwork, computer information, materials and property provided by Employer to Employee.
- **8.** Employee acknowledges that lying to or stealing from Employer, or breaking this agreement in any way is just grounds for termination of employment with **YOUR COMPANY NAME**, and will seriously jeopardize any unemployment benefits for dismissed former Employee.

IN WITNESS WHEREOF, the parties have set their hands and seals the date first above written.

Employee Name - Printed

Employee Signature

Date

Employer Signature

Date

Witness

Date