



Pre-Employment Agreement Sheet

Date:	
Applicant's Name :	
Address:	
Phone Number:	
Email:	

Pre-Employment Agreement Sheet

We try very hard to discuss the different aspects and requirements of this position as they apply to working with Sparkling Clean Windows. We endeavor to create a very positive image within the community. In addition, we try very hard to not create any surprises for employees, so we have assembled this pre-employment sheet. If you feel the following terms are acceptable and agreeable to you, and this sounds like this would be the kind of place you would be proud to be part of, we invite you to continue in the application process.

Please make a copy of this for your personal records and submit a copy with the application. Thank you.

Please sign each of the sections in the appropriate places indicating you have read it and agree to the following:

GROOMING STANDARDS

1. Grooming is very important for the first impression of a client. We are in the image business. Our clients CARE HOW THINGS LOOK, otherwise, they wouldn't pay us to clean their windows. People need to feel very comfortable with a person that they will bring into every room of their home. If you make a good first impression, the homeowner will not be suspicious of you and your work. Our general guidelines for hair are short and clean cut looking. Hair being off the collar and ear is advisable. A short beard can look nice, but, unfortunately, many people can grow only a scraggly beard and during the growing out phase all beards look bad, so to ensure a clean-cut image....we have to say.....no beards. Thank you.
2. Pierced body parts, tongue, face, etc. are not allowed.
3. Visible tattoos and similar body art must be covered during business hours.
4. Clean. We work a physical job. Shower every day. Clean hair. Deodorant. A fresh washed shirt are all absolutely necessary to be accepted in someone's home.

I agree to follow the above grooming guidelines

Signed _____

TEAMWORK

It is important that we all work together as a team. On occasion, especially during the winter, you may be asked to perform non-window cleaning tasks based on need, your qualifications and owner/manager discretion. Tasks may include sales, computer work, cleaning and maintenance of office or warehouse, maintenance on tools and equipment or anything and everything needed to run a business.

I agree to the above _____

I would like to discuss this further _____

SMOKING

Smoking and/or chewing is not allowed. In the past we hired smokers who agreed not to smoke during working hours, some still work here. I have learned that asking an addicted smoker to not smoke (even in his own car during working hours) in an unsupervised environment was a difficult temptation to resist...if not impossible.

Do you use tobacco of any kind? YES or NO

I agree not to smoke or use any tobacco including chewing during business hours and while in the company vehicles

Signed _____

DRUG TESTING

I do not use illegal drugs, including marijuana, and understand drug testing is a part of the application process and at various times during my employment if I am hired. I agree to follow and abide by the stated Drug Policy Guidelines.

Signed _____

NON—COMPETE AGREEMENT

Due to the investment in training and the competitive nature of our industry, on orientation day you will be asked to sign a Non-Compete and Confidentiality Agreement. This states that you will not start your own window cleaning business, work for another company, sell accounts for another company, etc. in the areas that we work in, during the time you are employed by us and for a period of 1 year afterward.

I agree to the above _____

I would like to see or discuss the non-compete agreement in advance. YES or NO

I-9 and W-4 Forms

At Sparkling Clean Windows we only hire employees that are legal citizens or legal residents of the United States. We require all new hires to fill out an I-9 and W-4 form.

I am a legal citizen or resident of the United States and eligible to work in the U.S.

Signed _____

WORKING SCHEDULE

Our typical work week hours are Mon - Fri 8:30am - 5:30pm. Occasionally each month, and quite often during our busy season, it is required to work Saturdays due to reschedules with weather, customer's schedules, certain contracts, etc.

What days are you available/willing to work? _____

What time(s) are you available/willing to work? _____

Are you looking for part-time or full-time work? _____

Are you looking for short term work (3-6 months)? -- or long term work (6 months +)? _____

If needed, I am willing and able to work Saturdays (even on short notice).

Signed _____

DRIVING RECORD

Most positions in our company require a valid driver's license and a clean driving record. During your interview you will be required to bring a copy of your driver's license and if possible, a current motor vehicle report/abstract of driving record.

I have a valid license and a clean driving record

Signed _____

Have you ever been involved in an auto accident? (if yes, please explain)

BACKGROUND CHECKS

All new hires will undergo a background check.

Have you ever been convicted of a crime?(if yes, please explain)

Have you ever been convicted of a felony? (if yes, please explain)

ADDITIONAL COMMENTS, QUESTIONS OR CONCERNS YOU MAY HAVE

Other aspects/expectations of your employment will be covered in the Employee Manual once hired