



P. O. Box 7141, Charlottesville, VA 22906
 434/296-MAID (6243)
maid2order@wells41.com

INFORMATION SHEET

Date _____ Position Applying for _____

PERSONAL INFORMATION

LAST NAME _____ FIRST _____ MIDDLE _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 TELEPHONE (____) _____ - _____ ALTERNATE NUMBER (____) _____ - _____

Any offer of employment is conditional upon completing Form I-9 and providing the appropriate documents for identity and work authorization.

Have you ever been convicted of a felony or a misdemeanor involving any violent act, use or possession of a weapon, or an act of dishonesty for which the record has not been sealed or expunged, or do you have such a case pending? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, when?	If Yes, where?
	_____	_____
	_____	_____

Date you can begin work? _____		
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If hired, can you provide evidence of legal eligibility to work in the U. S.? ____yes ____no	Any offer of employment is conditional upon completing form I-9 and providing the appropriate documents for identity and work authorization.
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AVAILABILITY FOR WORK

Times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
from:							
to:							

Must provide two forms of ID - (1) Social Security Card and (2) A Picture ID

PERSONAL/PROFESSIONAL/TECHNICAL REFERENCES

Name	Address	Business or Position	Telephone

EMPLOYMENT HISTORY

Present or Last Employer _____ Telephone (_____)_____

Email Address of Immediate Supervisor: _____

Position Held: _____

Nature of Duties (explain fully) _____

Reason for Leaving _____

May we contact your present employer for a reference? Yes No

Dates of Employment (Month/Year) _____ to _____

Signature

Date