**​​Employment Application**

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Please complete the entire application.

It is the policy of Ortiz Family and Co. LLC to provide equal employment opportunities to all applicants and employees.

**Applicant Information**

Applicant Full Name:

Home Address:

City/State/ZIP:

Number of years at this address:

Mobile Phone:

**Job Position**:

Job Applied For:

[ ] Full Time  [ ]  Part Time

If applicable, are you available to work overtime?

[ ] Yes [ ]  No

Have you applied to our company previously?

[ ] Yes  [ ]  No  If yes, when?

Are you at least 18 years old?  [ ]  Yes  [ ]  No

How will you get to work?

If you are offered employment, when would you be available to begin work?

If hired, are you able to submit proof that you are legally eligible for employment in the United States?

[ ] Yes [ ]  No

Have you ever been convicted of a felony or misdemeanor?

[ ] No [ ] Yes, I was convicted of      on       (date) in the city and State of

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE OF EMPLOYMENT.

**Applicant's Skills**

Check those skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience, and mark the number that corresponds to your ability for each particular skill. (One represents poor ability, while five represents exceptional ability.)

[ ]  Customer service       years

Ability Rating  [ ]  1 [ ]   2  [ ]  3  [ ]  4  [ ]  5

[ ]  House Keeping       years

Ability Rating  [ ]  1 [ ]   2  [ ]  3  [ ]  4  [ ]  5

[ ]  Lawn Care Maintenance       years

Ability Rating  [ ]  1 [ ]   2  [ ]  3  [ ]  4  [ ]  5

[ ]  Handy Man       years

Ability Rating  [ ]  1 [ ]   2  [ ]  3  [ ]  4  [ ]  5

[ ]  Other skills

**Applicant Employment History**

On a separate sheet, please attach your resume. Be sure to list all employment experiences, beginning with the most recent, and list and explain what you did, why you left and any other relevant details.

**Applicant's Education and Training**

College/University

Name:

Did you receive a degree?     [ ]  Yes  [ ]  No

If yes, degree(s) received:

High School/GED

Name:

Did you receive a degree?       [ ]  Yes  [ ]  No

Please indicate any current professional licenses or certifications, Awards, Honors, Special Achievements that you hold:

Please provide any other information that you believe should be considered:

**Certification**

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for the rejection of my application or, if employment commences, immediate termination. I authorize Ortiz Family and Co. LLC to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education. If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its Owner/CEO, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of Ortiz Family and Co. LLC, except in a specific written contract of employment signed on behalf of the organization by its Owner/CEO, has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION, AND I UNDERSTAND AND AGREE TO ITS TERMS.

Applicant Signature:

Date: