



An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

Pratt-Abbott, Maine Cleaners, and J&J Cleaners provide equal opportunity to all persons without regard to age, race, religion, color, gender, sexual orientation, national origin, or physical/mental disability in hiring, placement, promotion, salary determination, and all other conditions of employment.

PERSONAL INFORMATION

Last Name _____ First _____ M.I. _____
Please Print

Legal Address _____ City/State/Zip _____
Residence (required)

Mailing Address _____ City/State/Zip _____
PO Box or RR (in addition to residence noted above, if applicable)

Telephone (home) _____ (other) _____ SS# _____

email address (optional) _____ **Are you under 18 years of age?** Yes No
(Required for compliance with Maine Labor Laws)

Are you legally eligible for employment in the United States? Yes No

Please check () **all** shifts you are available.
 First Shift (7am to Noon) Second Shift (Noon to 8pm)

Some flexibility in schedule may be required to meet business needs.
Please note any specific hours, dates or days of the week you are **unavailable**
(for example: classes, another job, vacation time or scheduled appointments).

Please check (✓) **all** locations of interest.

Pratt-Abbott

- Rte 1., Falmouth West Falmouth Forest Ave., Portland Westgate, Portland
- Scarborough South Portland Westbrook Windham Yarmouth

Maine Cleaners

- Biddeford Kennebunk Old Orchard Beach Saco

J&J Cleaners

- Bath Brunswick

What is the earliest date you are available? _____

EMPLOYMENT HISTORY

Have you ever been employed by us? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , list the position held, year employed and your name at the time (if different than your current name). Position _____ Year _____ Name _____	
For Office Use:	EE#: _____ RH Code: _____ Pay: _____ Date: _____ Prior Position: _____

Complete this section thoroughly so that we may accurately assess your skills and abilities. List your previous employer(s), starting with the current or most recent.

Employer					
Address		City	ST	Zip	Telephone ()
Start Date (month/year)	End Date (month/year)	Starting Pay		Ending Pay	
Job Title	Supervisor	Reason for Leaving			
Responsibilities					

Employer					
Address		City	ST	Zip	Telephone ()
Start Date (month/year)	End Date (month/year)	Starting Pay		Ending Pay	
Job Title	Supervisor	Reason for Leaving			
Responsibilities					

Employer					
Address		City	ST	Zip	Telephone ()
Start Date (month/year)	End Date (month/year)	Starting Pay		Ending Pay	
Job Title	Supervisor	Reason for Leaving			
Responsibilities					

A current resume may be included with this application.

Indicating “see attached resume” rather than completing the Employment History Section is considered incomplete information. Incomplete information may eliminate you from consideration for employment.

TRAINING and EXPERIENCE

Special Skills: Check all skills for which you have had training or experience.

- | | |
|---|---|
| <input type="checkbox"/> Plant Manager | <input type="checkbox"/> Drycleaning Presser/Finisher |
| <input type="checkbox"/> Teamleader | <input type="checkbox"/> Inspection/Assembly/Bagger |
| <input type="checkbox"/> Customer Service Rep | <input type="checkbox"/> Maintenance Mechanic |
| <input type="checkbox"/> Driver | <input type="checkbox"/> Shirt Presser/Finisher |
| <input type="checkbox"/> Drycleaner | <input type="checkbox"/> Tailor/Seamstress |

Describe any other skills, qualifications, licenses or certifications you have that may be helpful to us in considering your employment application (e.g., CPR):

Computer Experience:

- | | | | | |
|---------------------------------------|---------------------------------------|-----------------------------------|---------------------------------------|--------------------------------|
| How frequently do you use a computer? | <input type="checkbox"/> Daily | <input type="checkbox"/> Weekly | <input type="checkbox"/> Monthly | <input type="checkbox"/> N/A |
| Primary use? | <input type="checkbox"/> Professional | <input type="checkbox"/> Internet | <input type="checkbox"/> Home | <input type="checkbox"/> Games |
| Computer use history? | <input type="checkbox"/> School | <input type="checkbox"/> Personal | <input type="checkbox"/> Professional | |

Customer Service Experience:

Describe your customer service experience:

EDUCATION and TRAINING

Please provide <u>name and location</u> of school(s)	Highest Grade or Number of Years Completed	Degree	Major
High School:			
College:			
Graduate School:			
Business, Trade School or Other:			

List courses, volunteer work, or additional information that relates to employment with us:

This company conducts background checks.

Have you ever been *convicted* of, or pled to, any violation of law by any court of law? Yes No

INCLUDE any conviction(s) for a violation now on appeal, any military court martial and any guilty pleas.

DO NOT INCLUDE any conviction(s) occurring before your 18th birthday, or traffic violation(s) unless the conviction was for operating a vehicle under the influence (OUI) or resulted in your drivers license being suspended.

If Yes, please list: Offense(s)

Date(s) of Conviction

_____	_____
_____	_____
_____	_____

Not all conviction(s) will automatically disqualify you from employment but will be considered in relation to specific job requirements. Omission or misrepresentation of this information will result in employment ineligibility.

CERTIFICATION and AGREEMENT

I voluntarily give Pratt-Abbott, Maine Cleaners, and J&J Cleaners the right to make a thorough investigation of my past employment activities and personal history that is job related, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies and corporations supplying such information.

I consent to taking any post-offer physical examination, medical or drug tests that might be required, in order to determine my ability to perform job duties. I authorize the release of the results of such exams or tests to Pratt-Abbott, Maine Cleaners, and J&J Cleaners.

I understand that if I accept employment with the company, I may terminate employment at any time and may be terminated at any time, with or without cause, and that I have no express or implied contract for continued employment.

I certify that the above information and information on my resume is true and accurate to the best of my knowledge. I understand that if I misrepresent or leave out a fact on my application or resume, I may be refused employment or if employed, I may be terminated immediately.

Signature (required)

Date

**Our Human Resources Department is located at 2 Eisenhower Drive, Westbrook, ME 04092.
Our telephone number is (207)854-5056.**