



7220 Brook Road  
 Richmond, VA 23227  
 (804)262-7300  
 Employment Application

Personal Information

Date of Application: \_\_\_\_\_

Last Name	First Name	Middle Name	Social Security Number
Street Address	City	State	Zip Code
Home Phone ( ) -	Work Phone ( ) -	Cell Phone ( ) -	
Are you legally eligible for employment in the United States?			Date of Birth
Position Desired	Pay Expected	Date Available for Work	
Have you previously applied for employment with Sparkle?		If yes, list date & location.	
Describe special training, skills (languages, machine operation, etc.).			Will you work overtime if asked?
How did you learn about Sparkle?		A valid driver's license is <u>required</u> for employment. Do you have a driver's license?	

Employment History

Give accurate, complete full-time & part-time employment record. Start with present or most recent employer.

Company Name & Address	Position & Responsibilities	Dates of Employment	Starting & Ending Pay	Reason for Leaving	Supervisor Name & Phone
1.					
2.					
3.					

We may contact the employers listed above unless you indicate those you do not want us to contact.

**Do not contact** employer number(s): \_\_\_\_\_ Reason(s): \_\_\_\_\_

Education

Indicate last year completed. High School 1 2 3 4 College 1 2 3 4	Describe other education and/or training.
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Availability

Indicate your availability between 7:30 am & 6:30 pm daily.

Mon ___ - ___, Tue ___ - ___, Wed ___ - ___, Thrs ___ - ___, Fri ___ - ___, Sat ___ - ___, Sun ___ - ___
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**Military Service** Complete this section if you served (or are serving) in the U.S. Armed Forces.

Branch of Service	Rank at Discharge	Type of Discharge	Date of Final Discharge
Period of Active Duty From: _____ To: _____	Describe duties & any special training.		

**Additional Information** The information requested below is needed for a legally permissible reason, including, without limitation, national security considerations, a legitimate occupational qualification or business necessity. The U.S. Civil Rights Act of 1964 prohibits discrimination because of race, color, religion, sex or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status, physical or mental handicap or disability.

Indicate dates you attended school. High School: _____ College: _____	Indicate names of relatives and friends working for Sparkle.
Are you over 18 years of age? Yes _____ No _____	Indicate your: Height: _____ ft. _____ in. Weight: _____ lbs.
Are you a U.S. citizen? Yes _____ No _____	Sex: Male _____ Female _____
Have you been convicted of a crime in the last 10 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? Yes _____ No _____ If yes, describe in full:	
Have you ever received Worker's Compensation or Disability Income Payments? Yes _____ No _____ If yes, describe in full:	
Do you have any physical defects that preclude you from performing certain tasks or jobs? Yes _____ No _____ If yes, describe in full:	

**Please Read Carefully**

The information provided on this application for employment is true, correct and complete. If employed, any misstatement or omission of fact may result in dismissal. I understand that the information I have provided in this application may be checked. I understand that Sparkle Carwash & Detail may ask a series of questions regarding my education, work experience, character and personality. I voluntarily consent to allow Sparkle Carwash & Detail, or any of its employees/designees, to check the information provided herein by contacting any person they deem appropriate or necessary. I hereby authorize any company or person contacted by Sparkle Carwash & Detail to furnish the requested information and release said company or person, Sparkle Carwash & Detail, and/or its employees/designees, from all liability connected with providing such information. I also understand that this application will be considered active for no more than one month. After that time, it may be necessary to reapply for employment. I understand that acceptance of an offer of employment does not create a contractual obligation upon Sparkle Carwash & Detail to continue to employ me in the future. If Sparkle Carwash & Detail engages an investigative consumer credit reporting agency to report on my credit and personal history, I authorize it to do so. If a report is obtained, Sparkle Carwash & Detail must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained on the report. I do hereby agree of my own free will and without duress, in connection with verifying the statements made by me on my application, to submit to a polygraph examination in accordance with the procedures of Sparkle Carwash & Detail and the security company administering the test. I hereby agree, at any designated time (once employed by Sparkle Carwash & Detail), to submit to a polygraph examination. I have carefully read all of the foregoing information and fully understand and agree to its contents.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_