



# SPACE

M A N A G E M E N T

CONFIDENTIAL

# *APPLICATION PACKET*

- Copy of Drivers License/State ID**
- Copy of Social Security card or Work Permit**
- Local Police Check Original Document (NO COPIES)**

All applicants/employees are required to read, comprehend, learn, retain and execute from information, instructions and training provided in English language text.

**APPLICANT NAME:** \_\_\_\_\_

This material contains CONFIDENTIAL TRADE SECRET INFORMATION and or content protected by copyright. Including exclusive, unpublished, proprietary information, illustrations, images, processes, methodology, procedures, content or similar owned by SPACE MANAGEMENT INC. and or its affiliated companies Principals, and partners. Duplication, release, disclosure or use of any portion of the contents is prohibited. You may not copy, translate, transfer, publish, broadcast, transmit, distribute, share, perform, display, or sell any content owned by us. This information is protected by applicable state and federal law. Violations of the federal Economic Espionage Act OF 1996 (18 U.S.C. Sec. 1831) provides for criminal penalties of up to 15 years in prison and/or a \$5 million fine for stealing, receiving, possessing and/or duplicating any information contained herein. Space Management Inc. is aggressive in pursuing criminal prosecution and civil actions to protect the integrity of its brand.

# Application Packet

## Contents:

- Application
- Education
- Employment History
- References
- Talk to Us
- Job Description

# Application

Have you ever applied or worked here before? \_\_\_\_\_

Full Name: \_\_\_\_\_ Previous or Maiden name? \_\_\_\_\_

Address: \_\_\_\_\_

How long have you lived here? \_\_\_\_\_ How long have you lived in the state? \_\_\_\_\_

Previous Address: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Do you have consistent internet access? \_\_\_\_\_

Telephone Landline: \_\_\_\_\_

Telephone Mobile: \_\_\_\_\_

Social Security: \_\_\_\_\_

Have you **EVER** been convicted of **ANY** crime? (Except minor traffic offenses) \_\_\_\_\_

If **YES**, Explain What, when, and where

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Who would we contact on your behalf in the event of an emergency or similar? Provide at least 2. Contacts. Provide full name, phone number and Relationship.**

1. \_\_\_\_\_

2. \_\_\_\_\_

# Education

Grade Completed: **1 2 3 4 5 6 7 8 9 10 11 12**

**Did you graduate?** \_\_\_\_\_

**College/trade school?** \_\_\_\_\_

**Skills or trades?** \_\_\_\_\_

**Licenses or certificates?** \_\_\_\_\_

**Other Training:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Employment History Required

You must provide ALL the information requested.  
Employment History must be complete, accurate and verifiable.  
We check your employment history. List your last 4 employers.

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Your Supervisors Name: \_\_\_\_\_  
Hire Date: \_\_\_\_\_ Date left: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Your Supervisors Name: \_\_\_\_\_  
Hire Date: \_\_\_\_\_ Date left: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Your Supervisors Name: \_\_\_\_\_  
Hire Date: \_\_\_\_\_ Date left: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_

Applicant Sign and Date: **X** \_\_\_\_\_

*I authorize the release of ALL information pertaining to my employment history.*

# 3 References Required.

You must provide the FULL name, complete mailing address and current phone number for each non-relative reference listed. All information must be complete, accurate and verifiable. We check all references.

**1.** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Your relationship to this person: \_\_\_\_\_

**2.** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Your relationship to this person: \_\_\_\_\_

**3.** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Your relationship to this person: \_\_\_\_\_

Applicant Sign and Date: **X** \_\_\_\_\_

*I authorize the release of ALL information about myself.*

# Talk to us

Please respond to the questions below and tell us how you feel.  
Use the back of this sheet if you need more space.

- 1. How did you hear about Space Management?**
- 2. Have you ever worked for a janitorial company before? If yes, explain:**
- 3. Why do you want this job?**
- 4. Do you want to work alone or on a team and why?**
- 5. Are you under a doctors care for any injury or illness that can limit your ability to perform maintenance or janitorial duties?**
- 6. What are your interests or hobbies outside work?**
- 7. Do you play sports?**
- 8. Is there anything else you want us to know about you?**

*\*Feel free to use the back of this sheet if you need more room*

# The Job

## Level One Building Maintenance Technician

Space Management Inc. is a professional building maintenance and supply company based in Dayton Ohio. We are a well recognized brand and industry leading provider of facilities services and related supplies to the corporate market in the mid western United States. Our strong market position has created an opportunity for a part time Level One Building Maintenance Technician in the Dayton Ohio area. You will work evenings Monday- Friday (generally 5:30-9:30 p.m. Hours vary depending on location. You will be REQUIRED to stay over when circumstances make it necessary) and be responsible for customer satisfaction and contract compliance in one of our customer's facilities. You must maintain a valid unrestricted Ohio driver's license. You must have a telephone. The ability to communicate via the internet is preferred. We expect you to be committed to personal development in addition to your company responsibilities. Every employee is expected to continually grow in their capabilities and expand their knowledge of our industry. You must be absolutely committed to achieving the highest standards of dependability, integrity, performance and cleanliness for our customer within budget hours everyday. This is a physically demanding position with a high degree of responsibility. Position requires exposure to and use of dust, dirt, pathogens, cleaning chemicals, tools, personal protective equipment and may include other duties assigned or required. The Level One Technician reports to the Site Supervisor.

### Contribute

Work alone or with a team of technicians performing janitorial duties using specific company processes and systems in strict compliance with Level One Training, health, safety and security guidelines in your assigned facility. Perform daily work assignments using our exclusive Check List System. Review site communication logs, service request flags, and be available to respond to company, customer or employee requests and emergencies. Maintain accurate time records. Maintain the cleanest, neatest, best organized janitor's closets in the business. Maintain inventory and order supplies. Develop a complete understanding of your customer's facility and any special needs. Safely operate and maintain equipment according to company and manufacture guidelines. Maintain building security according to customer and company guidelines. Walk the building or your area of responsibility and double check your work before you leave.

This document represents a brief overview the position offered and may not contain all tasks, duties, or responsibilities required or assigned.

Revised: 6-6-11

Applicant Sign and Date: **X** \_\_\_\_\_

If you are applying for a different Position the HR Manager will provide you with the Job Description for the position you are applying for.