



Dear Potential Applicant,

Welcome to Maid 4 Us! We are looking forward to working together on providing exceptional professional cleaning services to our community. As a reputable agency, we have proven that we go the extra mile for our customers and applicants. We take great pride in offering our employees and customers the best service and support in the industry.

In order to better represent you, we need to know your strengths and abilities, along with some personal preferences in regards working environment and interaction with others. For this reason, we ask you to answer all questions presented here, leaving unanswered only the questions that do not apply to you.

Please make an effort to answer all questions as honestly as possible. We all know lots of people can clean and manage homes and therefore, we need to understand your level of expertise and how comfortable you are in specific situations. Knowing about you will help us to provide you with a position that utilizes your skills to the fullest and to have our customers satisfied with your performance.

We realize that you are probably seeking immediate employment; we will try to process your paperwork as quickly as possible. **Remember, however, that the process begins with you! Make sure your application is filled out completely.**

Here are some tips to complete your application successfully:

- Read instructions carefully. Where the application asks for employment history, for example, do not write, "See résumé."
- Answer all questions thoroughly.
- Write legibly. Phone calls requesting clarification of a phone number or name slow the process.
- Be sure the phone numbers and addresses of references (both business and professional) are complete and accurate.
- **Please do not send the application via fax or e-mail**; the first page of the application is a release form that must be signed. For legal reasons, we must receive an original signature.
- Don't ask us to visit "your web site". This is not professional. The information that we need is on our applications.
- Every line left blank on an application sends a message: anything from "I don't follow instructions" to "I can't be bothered to complete this." Don't let your application send these types of messages. Make the impressions you give be positive ones.
- Please read the information provided in regards what type of work we perform and how much we charge, because you will must inform us of any physical restrictions you may have in order to perform some of your duties.

Upon receipt of your completed packet, we will check all of your references and conduct a complete background investigation to ready you for potential employment. We have employment opportunities for individuals with no experience but very strong abilities as well as for individuals with experience in working in a wealthy private home, or that have the equivalent in professional training.

Please note that the hiring process does not start until your application has been reviewed and approved. After this process, we will contact you in order to obtain your W-4 and A-4.

Along with this letter, you will find a few forms and instructions. Be sure to fill everything out and mail it to us, along with copies of the following documents:

1. A copy of your current resume if available
2. Any written references, school transcripts, or letters describing abilities not addressed in the application
3. A copy of Drivers License and Social Security Card.
4. Printed and Signed **I-9 Employment Eligibility Verification Form**. (You can also refer to this form for a list of valid forms of ID).
5. A copy of your passport (if a naturalized US citizen)
6. A copy of your US Work Permit (if not a US citizen)
7. Completed and signed **Background Search Form**.

These items are essential to your application and MUST be included!
Please write all reference and work history information on the application itself.

Once you have completed and mailed your application, a Maid 4 Us Representative will work with you on scheduling a time for your orientation. We will also take your picture for your badge and collect your A-4 and W-4, so be sure to take those forms with you!

Once again, thank you for choosing Maid 4 Us and welcome aboard!



Melina Johnson
Director of Operations



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