

Cleaning Employee Application Form

Practical cleaning business template • Customize fields before use

Brand customization: This TidyOps-branded example shows a finished presentation. Replace the logo, colors, company details, and placeholders with your own brand before use.

job-related application that captures the information a cleaning company actually needs without drifting into medical, family, age, criminal-history, or other sensitive questions that can create unnecessary HR risk.

[YOUR COMPANY NAME]

[Company Address]

[Phone Number]

[Email Address]

[Website]

Position Applied For:

Application Date:

1. APPLICANT INFORMATION

Full Name:

Preferred Name, if any:

Phone:

Email:

City / State / Region:

Preferred Contact Method:

☐ Phone

☐ Text

☐ Email

Do not request unnecessary sensitive identity information on the initial application.

2. POSITION INTEREST

Which position are you applying for?

☐ Residential Cleaner

☐ Commercial Cleaner

☐ Vacation Rental Cleaner

☐ Cleaning Technician

☐ Team Lead

☐ Supervisor

☐ Floater / Relief Cleaner



☐ Other:

Employment Preference:

☐ Full-Time

☐ Part-Time

☐ Seasonal

☐ Temporary

☐ Other:

Desired Start Date:

3. WORK AVAILABILITY

Please indicate when you are generally available to work.

Day

Available?

Earliest Start

Latest End

Monday

☐

Tuesday

☐

Wednesday

☐

Thursday

☐

Friday

☐

Saturday

☐

Sunday

☐

Maximum Hours Desired Per Week:

Minimum Hours Desired Per Week:

Are you available for early-morning work if required by the role?

☐ Yes

☐ No

☐ Sometimes

Are you available for evening work if required by the role?

☐ Yes

☐ No

☐ Sometimes

4. SCHEDULE REQUIREMENTS

Some cleaning roles may require working at different customer locations during the day.

Are you able to work a schedule that may vary by customer location?

☐ Yes

☐ No

☐ Needs Discussion

Are there recurring days or times you are unavailable?

Applicants should not be required to disclose family, childcare, religious, medical, or other protected personal information to explain availability unless legally appropriate and necessary.

5. TRANSPORTATION / JOB TRAVEL

Complete only where travel between customer locations is an actual job requirement.

This position requires travel between work locations:

☐ Yes

☐ No

Can you reliably report to assigned work locations as required by the position?

☐ Yes

☐ No

☐ Needs Discussion

If employees are required to drive as part of the job, driving-license, vehicle, insurance, or motor-vehicle-record requirements should be handled under a separate, legally reviewed process.



Do not require applicants to own a vehicle unless vehicle ownership is genuinely necessary for the job.

6. CLEANING EXPERIENCE

Do you have professional cleaning experience?

☐ Yes

☐ No

If yes:

Approximate Years / Months of Experience:

Types of cleaning experience:

☐ Residential Cleaning

☐ Commercial / Janitorial

☐ Vacation Rentals

☐ Move-In / Move-Out

☐ Deep Cleaning

☐ Post-Construction

☐ Carpet Cleaning

☐ Floor Care

☐ Hotel / Hospitality

☐ Healthcare / Facility Cleaning

☐ Other:

7. CLEANING SKILLS

Check areas where you have previous experience.

☐ Kitchen Cleaning

☐ Bathroom Cleaning

☐ Dusting

☐ Vacuuming

☐ Hard-Floor Cleaning

☐ Baseboards / Detail Work

☐ Interior Windows

☐ Appliance Cleaning

☐ Bed Making / Linen Changes

☐ Laundry

☐ Carpet Equipment

☐ Floor Machines

☐ Commercial Restrooms

☐ Supply Restocking

☐ Cleaning Checklists



☐ Quality Inspections

☐ Other:

No prior professional cleaning experience should be required unless it is actually necessary for the position.

8. EQUIPMENT EXPERIENCE

Have you used any of the following professionally?

Equipment

Experience

Upright / Canister Vacuum

☐

Backpack Vacuum

☐

Mop System

☐

Carpet Extractor

☐

Floor Scrubber

☐

Burnisher

☐

Extension Cleaning Tools

☐

Other:

☐

Training should still be provided for company-specific equipment and procedures.

9. CLEANING PRODUCT EXPERIENCE

Have you previously worked with professional cleaning products?

☐ Yes

☐ No

Have you received chemical-safety training in a previous role?

☐ Yes

☐ No

☐ Unsure

Have you used Safety Data Sheets (SDS) before?

☐ Yes

☐ No

☐ Unsure



Prior training does not replace required company or workplace-safety training.

10. WORK EXPERIENCE

List your recent work experience.

Employer 1

Company:

Job Title:

Dates Employed:

Primary Responsibilities:

Reason for Leaving:

May We Contact This Employer?

☐ Yes

☐ No

☐ Ask Me First

Employer 2

Company:

Job Title:

Dates Employed:

Primary Responsibilities:

Reason for Leaving:

May We Contact This Employer?

☐ Yes

☐ No

☐ Ask Me First

Employer 3

Company:

Job Title:

Dates Employed:

Primary Responsibilities:

Reason for Leaving:

May We Contact This Employer?

☐ Yes

☐ No

☐ Ask Me First

11. EMPLOYMENT GAPS

Do not require an applicant to disclose private personal details.

If explanation is genuinely useful:

Is there anything about your work history you would like us to understand?



This section should remain optional.

12. EDUCATION / TRAINING

Include only education or certifications relevant to the role.

Highest Relevant Training / Education:

Cleaning / Safety Certifications:

Other Relevant Training:

Do not ask for graduation dates unless there is a legitimate, lawful reason.

13. PROFESSIONAL REFERENCES

Provide references who can speak about your work reliability, performance, or professionalism.

Reference 1

Name:

Relationship:

Company:

Phone / Email:

Reference 2

Name:

Relationship:

Company:

Phone / Email:

Do not require personal references if professional references are more relevant to the hiring process.

14. RELIABILITY

Cleaning businesses often depend on employees arriving at customer properties at specific times.

How do you make sure you arrive on time for work?

If you know you will be late or unable to work, what would you do?

15. ATTENTION TO DETAIL

How do you make sure you don't miss cleaning tasks?

What does good-quality cleaning mean to you?

16. CUSTOMER SERVICE

What would you do if a customer told you they were unhappy with part of your cleaning?

What would you do if a customer asked you to perform a task that was not included in your job instructions?

17. PROPERTY CARE & TRUST

What would you do if you accidentally damaged something while cleaning?



What would you do if you found cash, jewelry, or another valuable item while cleaning?

18. SAFETY JUDGMENT

What would you do if you were unsure whether a cleaning product was safe for a surface?

What would you do if you encountered a condition you believed was unsafe to clean?

19. TEAMWORK

Are you comfortable working both independently and as part of a cleaning team?

☐ Yes

☐ No

☐ Depends

Describe a time you worked successfully with a team.

20. TECHNOLOGY

Depending on the company, cleaners may use a mobile app for schedules, job instructions, checklists, time tracking, and communication.

Are you comfortable learning and using a mobile work application?

☐ Yes

☐ No

☐ Needs Training

Do not automatically disqualify an applicant solely for limited prior technology experience if the skill can reasonably be taught.

21. ESSENTIAL JOB FUNCTIONS

Insert only the actual essential functions of the specific role.

Examples may include:

Working on your feet for extended periods

Repetitive cleaning motions

Bending and reaching

Carrying cleaning equipment

Moving between assigned service areas

Using cleaning tools and equipment

Following written or electronic work instructions

Can you perform the essential functions of the position, with or without reasonable accommodation?

☐ Yes

☐ No

☐ Need to Discuss Accommodation



Do not ask applicants to identify diagnoses, medical conditions, medications, disabilities, or medical history on the application.

22. ROLE-SPECIFIC PHYSICAL REQUIREMENTS

Only include requirements that are genuinely necessary for the position.

Example:

This position may require lifting/carrying up to pounds as an essential function.

Can you perform this requirement with or without reasonable accommodation?

☐ Yes

☐ No

☐ Need to Discuss Accommodation

The company should determine actual essential functions instead of copying arbitrary physical requirements into every job application.

23. WORK AUTHORIZATION

Use wording reviewed for your jurisdiction.

Example:

Are you legally authorized to work in [Country] for this employer?

☐ Yes

☐ No

Required employment-eligibility verification should occur through the appropriate legal process and at the appropriate stage of hiring.

Do not ask applicants to submit citizenship documents, passports, Social Security numbers, or similar identity documents on a general initial application unless specifically required and lawful.

24. PREVIOUS EMPLOYMENT WITH COMPANY

Have you previously worked for [Company Name]?

☐ No

☐ Yes

If yes:

Approximate Dates:

Previous Position:

25. HOW DID YOU HEAR ABOUT THIS JOB?

☐ Company Website

☐ Indeed / Job Board

☐ Employee Referral

☐ Social Media

☐ Google



- ☐ Community Posting
- ☐ School / Training Program
- ☐ Other:

Employee / Referral Name:

This helps the company evaluate recruiting channels.

26. WHY ARE YOU INTERESTED?

Why are you interested in working with [Company Name]?

27. WHAT ARE YOU LOOKING FOR?

What are you looking for in your next job?

28. ADDITIONAL JOB-RELATED INFORMATION

Is there any additional job-related information you would like us to consider?

Do not use this section as an invitation for unnecessary sensitive personal information.

29. APPLICANT CERTIFICATION

I certify that the information I have provided in this application is accurate and complete to the best of my knowledge.

I understand that providing materially false information may affect consideration for employment or employment status where permitted by applicable law and company policy.

I understand that submitting this application does not guarantee employment or create an employment contract.

I understand that any employment relationship will be governed by the applicable employment documents, policies, and law.

Applicant Name:

Signature:

Date:

Electronic acknowledgment may be used where legally appropriate.

30. VOLUNTARY EEO / DEMOGRAPHIC INFORMATION

Do not place race, ethnicity, sex, disability, veteran status, age, or similar demographic questions into the ordinary hiring-manager application unless a qualified HR/legal process specifically requires them.

Where an employer lawfully collects voluntary demographic information for required reporting or compliance purposes, it should generally be:

Clearly voluntary

Used only for its stated purpose

Kept separate from hiring decision materials where appropriate

Configured according to applicable requirements

31. CRIMINAL HISTORY

Do not automatically add questions such as:

“Have you ever been arrested?”

or

“Have you ever been convicted of a crime?”

to a generic downloadable application.

Criminal-history inquiries are regulated differently across jurisdictions, and timing restrictions such as “ban-the-box” requirements may apply.

If criminal-history screening is part of the company's lawful hiring process, handle it through a separate, legally reviewed procedure.

32. BACKGROUND CHECKS

If background checks are used:

Determine which checks are legitimately relevant to the role.

Obtain required authorization.

Follow applicable disclosure requirements.

Follow applicable adverse-action procedures.

Apply screening criteria consistently.

Review federal, state, provincial, and local requirements.

Do not treat the general application form as background-check authorization.

33. DRIVING RECORDS

Where driving is an essential job function, a company may need to verify licensing, driving history, or insurability.

Handle this using a separate procedure appropriate for the business, insurance carrier, and applicable law.

Avoid collecting driver's-license numbers on broadly distributed application forms.

34. INFORMATION NOT TO COLLECT ON THE GENERAL APPLICATION

Unless specifically necessary and lawful, avoid requesting:

Social Security / national identification number

Date of birth

Age

Photograph

Race or ethnicity

Religion

Marital status

Pregnancy status

Family or childcare plans

Medical diagnoses

Disability history



Medications

Workers' compensation history

Sexual orientation

Gender identity where unrelated to lawful reporting

Citizenship beyond lawful work-authorization questions

Arrest history

Banking information

Payment-card information

Passwords

Other unrelated sensitive information

35. INTERNAL HIRING USE

This section should be completed by company staff.

Applicant ID:

Application Received:

Position:

Source:

Reviewed By:

Initial Screening

☐ Meets Basic Job Requirements

☐ Needs Clarification

☐ Does Not Meet Job Requirements

Interview

☐ Invite to Interview

☐ Interview Scheduled

☐ Interview Completed

☐ Second Interview

☐ No Interview

Interview Date:

36. APPLICATION SCREENING SCORE

Optional structured screening:

Category

Score

Availability Fit

/ 5

Relevant Experience

/ 5

Reliability Responses

/ 5

Customer Service

/ 5

Safety Judgment

/ 5

Role Requirements

/ 5

Total: / 30

Use job-related criteria consistently.

37. HIRING STATUS

- ☐ Application Received
- ☐ Screening
- ☐ Interview Scheduled
- ☐ Interviewed
- ☐ Reference Check
- ☐ Conditional Offer
- ☐ Offer Accepted
- ☐ Hired
- ☐ Not Selected
- ☐ Withdrawn
- ☐ Talent Pool

38. NON-SELECTION REASON

For internal use only.

- ☐ Availability
- ☐ Required Job Qualification
- ☐ Experience
- ☐ Position Filled
- ☐ Candidate Withdrew
- ☐ Unable to Contact
- ☐ Other Job-Related Reason:

Do not use protected characteristics or legally protected activity as decision criteria.

39. RECORD RETENTION

Hiring records may be subject to specific retention requirements.

Create a documented process for:

Applications

Interview notes

Scorecards

Screening records

Offers

Background-check documentation

Non-selected candidates

Applicant privacy

Data deletion where required

Do not keep hiring data indefinitely simply because storage is available.

40. PRIVACY NOTICE

Applicant information should be accessible only to people who legitimately need it for the hiring process.

Protect applications containing:

Contact information

Employment history

References

Screening information

Hiring evaluations

If applications are collected online, provide appropriate privacy disclosures and security controls.

IMPORTANT EMPLOYMENT-LAW NOTICE

This template is a general starting point and is not legal or HR advice.

Employment applications are subject to federal, state, provincial, local, and other requirements that can regulate:

Equal employment opportunity

Disability and accommodation

Criminal-history inquiries

Salary-history questions

Work authorization

Background checks

Driving records

Consumer reports

Privacy

Data retention

Employment-at-will statements

Electronic signatures

Wage transparency

Applicant screening

Other hiring practices



Have your final employment application and hiring process reviewed for the jurisdictions in which you hire.

TEMPLATE CUSTOMIZATION NOTICE

Remove questions that are not relevant to the specific cleaning position.

Add only job-related requirements that accurately reflect how the role is performed.

The goal is to collect enough information to make a fair hiring decision—not as much personal information as possible.

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Provided by TidyOps

For the library:

This completes the other template we had skipped from the original launch set.

The TidyOps workflow should eventually be Application → Screening → Interview →

Scorecard → References/authorized screening → Offer → Onboarding → Training →

Field Ready. More importantly, the applicant record should automatically become the employee record after hire so the owner never has to re-enter the same name, phone, availability, position, and employment information into another system.

Template ID: TPL-HR-005

Slug: cleaning-employee-application-form

SEO Title: Cleaning Employee Application Form | Free Hiring Template

Meta Description: Download a free cleaning employee application form covering avail

Category: Hiring & Employees

Formats: DOCX, PDF

Version: 1.0

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Legal Review Flag: REQUIRED — employment / applicant privacy / hiring compliance

Primary CTA: Manage Cleaning Applicants with TidyOps

Product Route: Hiring / Applicants / Interviews / Onboarding / Team