



DEBRIS FREE, INC.

APPLICATION FOR EMPLOYMENT

This document is available online at: www.debris-free.com/Employment/application.html

If you are viewing this Application for Employment on the Internet as a PDF file, note that you may use your keyboard to fill it out in Acrobat Reader. Just click your cursor into each area requiring an answer and type your information.

Once you have finished filling out all the requested areas, print out two copies (one for your records and one to send to us), sign on the last page after reading completely, and provide us with a copy.

Your completed Application for Employment may be mailed to our office at the address shown or faxed to: (713) 678-7316. To get any questions answered, call (713) 670-7434. **Note: You may also sign this Application digitally and then send it via email attachment, but *only* if you have verified digital signature capabilities on your computer.**

Mail your completed Application for Employment to:

Debris Free, Inc. Attn: Employment Dept.
P.O. Box 48
Galena Park, TX 77547

PERSONAL INFORMATION

If you are filling this out on your computer in Acrobat Reader, for all Yes/No questions please respond by putting a capital 'X' on the appropriate line.

ARE YOU AT LEAST 18 YEARS OF AGE?	___ YES ___ NO
TEXAS DRIVER'S LICENSE NUMBER:	
SOCIAL SECURITY NUMBER:	- -
ARE YOU WILLING TO BE DRUG TESTED?	___ YES ___ NO

BASIC INFORMATION:

NAME:		
Last	First	Middle
PRESENT ADDRESS: CITY: STATE: ZIP		
PERMANENT ADDRESS: (only if different than above)		
CITY: STATE: ZIP:		
HOME PHONE NUMBER: CELLULAR NUMBER: REFERRED BY:		

EMPLOYMENT DESIRED:

POSITION DESIRED:	DATE YOU CAN START: / / 20__	SALARY DESIRED: \$ PER: ___ HOUR ___ WEEK
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ARE YOU CURRENTLY EMPLOYED NOW:	___ YES ___ NO		
IF SO, MAY WE CONTACT YOUR CURRENT EMPLOYER?	ARE YOU AUTHORIZED TO LEGALLY WORK IN THE US?	HAVE YOU EVER APPLIED WITH THIS COMPANY BEFORE?	IF SO:
___ YES ___ NO	___ YES ___ NO	___ YES ___ NO	WHERE WHEN

IF YOU ARE APPLYING FOR A DRIVER/OPERATOR'S POSITION, PLEASE LIST ALL MOVING VIOLATIONS YOU HAVE RECEIVED IN THE PAST 5 YEARS.

___ NO MOVING VIOLATIONS

EMPLOYMENT AND REFERENCE INFORMATION

FORMER EMPLOYERS: *List your last 3 employers below, starting with your last or current job.*

DATE/MONTH/YEAR	EMPLOYER NAME/ADDRESS	SALARY	POSITION	REASON FOR LEAVING
FROM:				
TO:				
ADDRESS:				
CITY:				
DATE/MONTH/YEAR	EMPLOYER NAME/ADDRESS	SALARY	POSITION	REASON FOR LEAVING
FROM:				
TO:				
ADDRESS:				
CITY:				
DATE/MONTH/YEAR	EMPLOYER NAME/ADDRESS	SALARY	POSITION	REASON FOR LEAVING
FROM:				
TO:				
ADDRESS:				
CITY:				

PERSONAL REFERENCES:

NAME:	RELATIONSHIP TO YOU	YEARS KNOWN	ADDRESS	TELEPHONE NUMBER

QUESTIONNAIRE

ARE THERE ANY REASONS THAT MAY PREVENT YOU FROM WORKING NIGHTS?	___ YES ___ NO
ARE THERE ANY REASONS THAT MAY PREVENT YOU FROM WORKING LONG HOURS OR OVERTIME?	___ YES ___ NO
ARE THERE ANY REASONS THAT MAY PREVENT YOU FROM WORKING WEEKENDS?	___ YES ___ NO

If you answered YES to any of the questions above, please explain below:

ARE THERE ANY REASONS THAT MAY PREVENT YOU FROM WALKING FOR VERY LONG DISTANCES?	___ YES ___ NO
ARE THERE ANY REASONS THAT MAY PREVENT YOU FROM STANDING FOR VERY LONG PERIODS OF TIME?	___ YES ___ NO
ARE THERE ANY REASONS THAT MAY PREVENT YOU FROM CARRYING UP TO 50 POUNDS FOR LONG DISTANCES?	___ YES ___ NO
ARE THERE ANY REASONS THAT MAY PREVENT YOU FROM CHANGING A FLAT TIRE IN A TIMELY MANNER?	___ YES ___ NO
ARE THERE ANY REASONS THAT MAY PREVENT YOU FROM DRIVING DURING NIGHT HOURS OR AFTER DARK?	___ YES ___ NO
ARE THERE ANY REASONS THAT MAY PREVENT YOU FROM DRIVING SLOWLY (5 to 10 MPH) FOR LONG PERIODS OF TIME WITHOUT BECOMING SLEEPY OR DROWSY?	___ YES ___ NO
ARE THERE ANY REASONS THAT MAY PREVENT YOU FROM SEEING CLEARLY DURING NIGHTTIME HOURS?	___ YES ___ NO
ARE THERE ANY REASONS THAT MAY PREVENT YOU FROM WORKING OUTSIDE IN THE RAIN, COLD OR BOTH?	___ YES ___ NO

DO YOU HAVE ANY MEDICAL CONDITIONS THAT MAY AFFECT ANY OF THE ABOVE MENTIONED TASKS?
If So, List Below.

ALWAYS REMEMBER: SAFETY FIRST!

If Hired, Your Duties Will Include:

Start up all engines prior to beginning your nightly route for any possible malfunctions or complications. Check all tires, including the spare tire before beginning your route.

Inspect for leaks or other possible defects on the tires that may become a problem while on the route and notify management of any issues.

Drive to and from various property locations on the route throughout the city and surrounding areas in sometimes very heavy traffic and during bad weather conditions.

Always maintain a safe follow distance behind someone when driving in the rain. Make certain to dump your hopper out often. Trash and dirt becomes extremely heavy when waterlogged and the sweeping unit may require a greater stopping distance if or when an emergency situation arises. Always Remember Murphy's Law!

Wear a 35-pound backpack blower (attached to the body by straps) for blowing off all sidewalks curblane areas and from under parked vehicles on the property locations of your route.

This is a main portion of the job and may require an extensive amount of walking and foot time to complete. This is also where you can save yourself a lot of extra effort for completing the debris removal service.

Operate and maneuver the sweeping unit in some very dark areas of the property locations using only standard vehicle headlights to sweep all debris, sand, glass, leaves, etc., from the parking area.

Most trash needing swept will reflect as -white objects- in the headlights. Take pride in your work and focus on the detail work. That's what makes us "The Difference Between Being Good and Being The Best!"

Handpicking using shovels, scoops or various other tools to pick up any debris that the sweeping unit may leave behind or that is too large for the unit to pickup.

Items such as cardboard boxes, plastic containers, or large sticks, etc., may need to be handpicked. These items will clog up the suction hose or sweeping head and the unit will no longer pick up any debris. It can cause the parking area to become very messy, which will require more time to clean.

Blow and sweep the rear of some of our locations as indicated on your nightly route sheet.

Some of the properties we service the rear on may be very dark and have several free standing satellite buildings. This may involve exiting the sweeper to use the hand equipment such as blowers, scoops, shovels, brooms or even some handpicking to accomplish the task.

Always use gloves when handpicking any type of litter or debris and NEVER reach your hands inside of the sweeper's suction hose to unclog any blockages!

Removing trash can liners and replacing with a fresh bag daily or as needed.

We replace trashcan liners when the bags become ½ or more full. Always place the new bags around the trashcan receptacles evenly and professionally in appearance.

Drive around the entire property one final time before concluding the sweeping service just to ensure that all debris has been removed. *You will have to return to re-service any location where trash or debris was found to be left on a property by a supervisor doing a quality control property inspection.*

List any comments you may have on the “comment section” of your route sheet, for example, if anything you may notice needing attention on the property goes unattended for a few days.

This includes things such as large couches, chairs or piles of debris. Also when you notice any unlit or dimly lit areas, parked vehicles not being moved after several days, or anything else that may appear to be unusual or too large for our drivers to remove during our standard nightly service.

Place a telephone call to your supervisor immediately if anything breaks down or if something that you cannot repair or fix occurs, engine(s) fail to start, or anything else that hinders your job from being done. This includes jacked heads, flat tires, etc. *Each sweeping unit is equipped with a Nextel radio. However, if for some reason you cannot reach a supervisor using the unit's radio, quarters for making any required company payphone calls are located in the insurance folder of every sweeping unit's glove compartment or unit folder.*

You will be required to always know the exact location of the unit's information pouch daily!

TRAINING PERIOD:

You will undergo a two-to-three week (2-3 week) training period while receiving a starting pay rate of \$7.50 per hour.

You will be taught the many different techniques for professionally sweeping the different styles of various parking areas. Your training period will include such things as how to effectively remove different forms of debris in a safe and time-efficient manner.

We will teach you how to properly operate our commercial-grade backpack blowers and power sweeping units. You will learn the many different sweeping methods and sweep patterns for getting the job done under a variety of different sweeping and weather conditions.

We will also show you what things to avoid while sweeping in the parking areas, items and situations that can slow the overall cleaning progress.

Finally, you will know what to do should certain and/or unforeseen problems arise during your shift and how to handle each situation thoroughly.

NEW EMPLOYEE PROBATION PERIOD:

All new employees of Debris Free, Inc. will be placed on a (90) day probationary period. This timeframe does include all training periods.

PAYROLL:

It is standard Debris Free, Inc. policy to retain your first week of pay. Any withheld amounts will be surrendered to you on the Sunday following the completion of your employment with Debris Free, Inc. and/or in accordance with the Company Policy.

During your training period, you will start out earning a \$7.50 per hour wage.

Once you are ready to begin your own assigned route and your probation period has ended, you will receive your first pay raise of \$0.50 per hour, thus making your new rate of pay \$8.00 per hour.

Every third (3rd) month (or quarter-year) of employment thereafter you will receive another \$.25 per hour pay raise until you have reached the maximum sweeper operator pay of \$9.75 per hour. At this final pay stage we have other bonus and incentive programs, which are available for our veteran employees.

Overtime hours (anything exceeding 40 work hours per week; UNLESS you're a salaried employee) will be paid at one and one half times your normal hourly pay wage. Salaried employees should expect to work 50+ hours per week during a pay period.

GENERAL HELPERS:

General Helpers will start out earning a wage of \$7.50 per hour.

Pay raises will be received upon the company's standard evaluation period of your job performance, or after your job description and/or title has changed. The company's regular job performance evaluation period for general helpers is yearly, i.e., one review every 12 months.

Overtime hours (anything exceeding 40 work hours per week; UNLESS you're a salaried employee) will be paid at one-and-one-half times your normal hourly pay wage. Salaried employees can expect to work 50+ hours per week during an average pay period.

As a General Helper, your duties will include any/all of the following:

- Assisting the assigned power sweeper operator with all outside duties and requirements of our nightly routes.
- Utilizing backpack blowers, brooms, shovels, scoops, etc., to remove debris from all sidewalks, from under all parked cars and from all curblines surrounding the properties, etc.
- Changing all trashcan liners as needed, or in accordance with company policy.
- Handpicking ALL visible trash and other forms of debris from various portions of a customers property, which includes dumpster areas, planter boxes and grassy areas.
- Extensive walking around the entire front and rear of all properties that the company services is a must!

It will be your responsibility to keep the assigned vehicles and field equipment clean at all times.

- Washing, waxing and applying Armor-all to various types of vehicles and equipment daily or as needed.
- Wiping down all assigned blowers and hoses, and cleaning out any trash and dust from inside of trucks.
- Any other duty that may be necessary but not listed herein.

HEALTH INSURANCE:

At this time, Debris Free, Inc. does not provide any medical or other insurance benefits. However, in time, we plan to research our available options in regard to providing employee health coverage.

