



## DISASTER RECOVERY

3 Winland CT

Gillette, WY 82718-6941

(307) 686-0078

### Cleaning is our Business!

- Water and Fire Restoration Services
- Mold Inspection, Testing and Removal
- Carpet – Tile – Hardwood Floor Cleaning
- Air Duct Cleaning – Dryer Vent Cleaning
- Oriental and Area Rug Washing

### MOTIVATED TEAM MEMBER WANTED:

#### **ASSISTANT CLEANING TECHNICIAN for**

- Carpet, Tile and Hardwood Floor Cleaning
- Furnace & Air Duct Cleaning
- Oriental & Area Rug Washing
- Emergency Water Damage Cleanup
- Mold Remediation

### REQUIREMENTS:

1. You will be required to assist the **Lead Technician** and follow directions closely.
2. You will be required to show up for work every day on time.
3. You will be required to adhere to our dress code standard.
4. You will be required to conduct yourself in a professional manner when employed or representing Disaster Recovery.
5. You will be required to fill out the following Application completely and neatly. Please stop by our office to pick up an Application, or use the LINK on our company's Facebook page to access our online application. Print it, fill it out, then drop off your completed application in person at our office during the following hours:

**3 Winland Court, Gillette, WY**

*(across the street from Car-Knack)*

**7:30 AM – 3:30 PM Monday - Friday**

After your application is reviewed, you will be contacted by phone to schedule a formal interview in person.

Please be sure to provide your CONTACT PHONE NUMBER.

## POSITION CURRENTLY AVAILABLE

### **ASSISTANT CLEANING TECHNICIAN – NO EXPERIENCE NEEDED – Will train.**

*(Starting wage to be determined after interview)*

We are looking for long-term, career-motivated, drug-free individuals with a clean driving record and reliable transportation to and from work. Honesty, ethics, trust and quality service are cornerstones of our company's reputation – Those who don't practice these principles need not apply.

Full-time position. 40+ hour work week, plus on-call some evenings and weekends. Duties include assisting the Lead Technician and/or Manager and receiving training in the following duties:

- Professionally clean carpet, tile flooring and upholstery in homes and businesses, using a variety of carpet cleaning equipment. Professionally clean Oriental and Area Rugs. (Includes spotting, applying fabric protector, proper use of cleaning solutions, etc.)
- Perform emergency Water Damage Cleanup in homes and businesses. (Includes extraction, setting up dryers and dehumidifiers, monitoring humidity levels, etc.) Emergency nature of this work requires 24-hour on-call availability.
- Clean furnaces and ductwork systems in homes and businesses, using duct cleaning equipment. Clean dryer vents.
- Perform Mold Remediation services (Includes mold testing, containment setup, removal techniques, use of Personal Protective Equipment, such as: Respirators, Tyvek suits, etc.)
- Maintain and keep clean all company trucks, equipment, shop property and office.
- Generate estimates and invoices, using Smartphone-based Apps. Collect payments at time of service.
- Develop professional and friendly communication skills with customers and other employees.
- **Can advance to Lead Technician** after acquiring needed experience, qualifying for and attending certification schooling, and obtaining IICRC Certification in designated skills. These certification and training schools are paid for by the company for qualified technicians. Potential to earn bonuses, and potential to advance to future management positions.

**Will YOU be Disaster Recovery's next awesome Team Member?**



## ABOUT OUR COMPANY

Established in 1998, we are a well-established, fast-growing service company located in Gillette, Wyoming, offering the following professional services:

- Water Damage Cleanup
- Mold Remediation
- Furnace/Ducts and Dryer Vent Cleaning
- Carpet, Tile and Upholstery Cleaning
- Oriental & Area Rug Washing

## WHO WE ARE LOOKING FOR

Eighty-percent of homeowners decide if our company did a “good” or a “bad” job based on their impression of our technicians. We’re looking for “people” people—individuals who care about building relationships with our clients.

We are interested in putting together a team of efficient, highly-trained individuals intent on providing our community with the best services around. To that end, we are looking for persons with the following qualities:

SKILLS: Task-oriented work habits  
Good listening skills  
Neat handwriting  
Mechanical aptitude  
Ability to express ideas  
Map reading

KNOWLEDGE: Basic math  
Good command of the English language  
Mature judgment  
Experience using a Smartphone  
Willingness to learn

MOTIVATION: Hard worker  
Responsible  
Unsupervised worker  
Ownership of the job  
Variety of work  
Change of scenery  
Money

ATTITUDE: Courteous  
Sense of urgency  
Neat and clean-cut  
Punctual  
Flexible  
Honest  
Respectful

Our technicians are expected to arrive on time, pay attention to details, follow directions, take pride in their work, and most of all—Work hard. Our work is physically demanding at times. We have dress and grooming requirements. We do not allow smoking or chewing of tobacco during working hours, including breaks. You cannot smell like cigarette smoke when you come to work. You will be expected to attend training and certification classes when you qualify for such. Our work day has a specific starting time, but is not over until the day’s jobs are done. You will be expected to take your turn being on-call for any emergency water damage cleanup that may come in after regular working hours.

*I've read and agree to comply with what is expected from this company.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: Application that is not filled out completely will NOT be considered by employer.**

Now that you have an idea what we're looking for and what you can expect to earn, explain to us why we should consider hiring YOU as the newest member of our team:

What is the greatest asset you'll bring to our company? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What makes you stand out among your peers? (Give examples) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What pace do you typically work at? (Give examples) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you know about our company? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What position are you considering? Describe what duties you expect to perform in connection with this position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What other types of positions and companies are you considering right now? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why are you considering working for OUR Company? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: Application that is not filled out completely and neatly will not be considered by employer.**

TODAY'S DATE: \_\_\_\_\_ Salary Desired: \_\_\_\_\_  
Position Desired: \_\_\_\_\_ Date available for work: \_\_\_\_\_

FULL NAME \_\_\_\_\_  
CURRENT ADDRESS \_\_\_\_\_  
CITY/ST/ZIP \_\_\_\_\_  
**CONTACT PHONE(S)** \_\_\_\_\_  
Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Are you over 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_  
License No. \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Have you ever received any moving violations in the LAST THREE YEARS? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, what charge? \_\_\_\_\_  
\_\_\_\_\_

Have you had any previous experience in carpet cleaning, duct cleaning, mold remediation or water damage cleanup? Yes \_\_\_\_\_ No \_\_\_\_\_

IF YES: Name of company \_\_\_\_\_  
Address or phone \_\_\_\_\_  
Dates employed: From \_\_\_\_\_ to \_\_\_\_\_  
  
Name of company \_\_\_\_\_  
Address or phone \_\_\_\_\_  
Dates employed: From \_\_\_\_\_ to \_\_\_\_\_

How long have you lived in Gillette? \_\_\_\_\_ Years \_\_\_\_\_ Months

Do you have reliable transportation to and from work? Yes \_\_\_\_\_ No \_\_\_\_\_

Can and will you work evenings and weekends? Yes \_\_\_\_\_ No \_\_\_\_\_

**CAN YOU:** Work with your hands over your head? Yes \_\_\_\_\_ No \_\_\_\_\_  
Lift 50 pounds? Yes \_\_\_\_\_ No \_\_\_\_\_  
Work on a ladder? Yes \_\_\_\_\_ No \_\_\_\_\_  
Lift and move furniture? Yes \_\_\_\_\_ No \_\_\_\_\_

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**Please list your last THREE jobs:**

1. Name of Company \_\_\_\_\_  
Address AND Phone \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates employed \_\_\_\_\_  
Salary \_\_\_\_\_  
Position/duties \_\_\_\_\_
  
2. Name of Company \_\_\_\_\_  
Address AND Phone \_\_\_\_\_  
Dates employed \_\_\_\_\_  
Salary \_\_\_\_\_  
Position/duties \_\_\_\_\_
  
3. Name of Company \_\_\_\_\_  
Address AND Phone \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates employed \_\_\_\_\_  
Salary \_\_\_\_\_  
Position/duties \_\_\_\_\_

WHY did you leave your last job? \_\_\_\_\_

**EDUCATION:** Do you have any special skills or qualifications? \_\_\_\_\_

High school graduate? Yes \_\_\_\_\_ No \_\_\_\_\_  
College? Yes \_\_\_\_\_ No \_\_\_\_\_ Years? \_\_\_\_\_ Major \_\_\_\_\_  
Trade or correspondence school? Yes \_\_\_\_\_ No \_\_\_\_\_ Major \_\_\_\_\_

**REFERENCES (Indicate whether they are PERSONAL or WORK-RELATED):**

- |                                       |         |       |
|---------------------------------------|---------|-------|
| <input type="checkbox"/> Personal     | NAME    | _____ |
| <input type="checkbox"/> Work-related | ADDRESS | _____ |
|                                       | PHONE   | _____ |
| <br>                                  |         |       |
| <input type="checkbox"/> Personal     | NAME    | _____ |
| <input type="checkbox"/> Work-related | ADDRESS | _____ |
|                                       | PHONE   | _____ |
| <br>                                  |         |       |
| <input type="checkbox"/> Personal     | NAME    | _____ |
| <input type="checkbox"/> Work-related | ADDRESS | _____ |
|                                       | PHONE   | _____ |

NEAREST RELATIVE: Name \_\_\_\_\_  
Address and Phone \_\_\_\_\_

IF HIRED, would you agree to be fingerprinted and/or drug-tested? YES \_\_\_\_\_ NO \_\_\_\_\_  
I understand that NO SMOKING is allowed during working hours. YES \_\_\_\_\_ NO \_\_\_\_\_

**HOW DID YOU HEAR about this position?** Facebook Post \_\_\_\_\_  
Referred by a friend – NAME: \_\_\_\_\_  
Other (explain): \_\_\_\_\_

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*I hereby certify that all statements on this application are true.*

Signed \_\_\_\_\_ Date \_\_\_\_\_