



Uniform and Grooming Standards

Men

Shaving

Must be clean-shaven before work each day. **Spiffy Clean Express Car Wash** does not allow beards and allows mustaches only if well trimmed and neat in appearance. No highly scented after-shave or cologne is permitted. If a skin problem makes normal shaving difficult, a statement attesting to this fact signed by a physician must be presented to the General Manager for inclusion in the associate's permanent file.

Sideburns

Must not extend below the bottom of the earlobe.

Men & women

Hair

Clean, neatly trimmed and combed. Hair must not extend below the top of the collar or over the ears (long hair may be securely put up to meet this rule). **Spiffy Clean Express Car Wash** does not allow non-natural colors or sprays, or dreadlocks. Fads and unusual hairstyle trends must be reserved for "off duty" times.

Clothing

Must be clean & unwrinkled at the start of each shift. Shirts must be tucked in neatly. Pants should be the correct size so that they do not sag below waist height or drag below your shoes.

Sagging is NOT permitted.

Nails

Closely trimmed and clean. No airbrushing, colored or tinted polish is allowed. Nails cannot extend more than 1/8" beyond the tip of the finger. Artificial nails are not permitted.

Visible jewelry

Only one ring and one watch is permitted. No other jewelry is permitted. Associates are not permitted to wear earrings or have any visible piercings while on duty. This includes in the tongue. **Spiffy Clean Express Car Wash** reserves the right to exclude any items that may scratch a vehicle.

Approved Uniform

- Company Issued Top**
- Black or Charcoal Pants or Shorts**
- Belt**
- Tennis Shoes**
- Company issued cap (optional)**

By my signature I agree that I have read and understood these employee standards and agree to maintain them if I become an employee of Spiffy Clean Express Car Wash.



Spiffy Clean Express Car Wash - Application for Employment

All applicants will be tested for drug use before hiring.
If you use illegal drugs please do not apply.

Name: _____ Phone Number: _____

Address: _____ Social Security #: _____

_____ Driver's License #: _____

Emergency Contact: _____

Relationship: _____ Phone Number: _____

Have you ever been convicted of a felony? No Yes, _____

Position applying for: _____ Date available to start: _____ How many hours per week do you want to work? _____ Transportation: _____ Are you willing to work weekends and holidays when others are off? YES NO Have you ever worked for this company before? YES NO Do you know anyone who is presently working for this company? NO YES, _____	<p><i>Please list times available to work each day. If unavailable, enter N/A.</i></p> Sun: _____ To _____ Mon: _____ To _____ Tues: _____ To _____ Wed: _____ To _____ Thurs: _____ To _____ Fri: _____ To _____ Sat: _____ To _____
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Education: Circle last year completed. 9 10 11 12 College: 1 2 3 4

Name of last school attended: _____

Employment History: (list most current job first)

Dates Employed	Company Name	Salary	Job Duties	Reason for leaving

I certify that all information contained in this application is correct to the best of my knowledge and understand that falsification of any information is grounds for dismissal. I authorize the employers listed above to give you any and all information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing such information to you. In consideration of employment I agree to conform to the rules and regulations of the company and that my employment and compensation can be terminated with or without cause.

Signature

Date