



Please email completed applications to [info@wepackstuff.com](mailto:info@wepackstuff.com)

For questions, please contact HR/Administration @ 214-498-7787

## APPLICATION FOR EMPLOYMENT

Date of Application: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Applicant Full Name : \_\_\_\_\_ DOB: \_\_\_\_\_

Are you a U.S. Citizen?       Yes  No

If you answered "No" above, are you eligible to work in the United States with an active Visa?       Yes  No

**Current** Physical/Home Address (Numbered Street / City / State / Full Zip Code):

\_\_\_\_\_

Email Address: \_\_\_\_\_ Preferred Method of Contact:  Phone  Email

**Position(s) Applying For (Select all that apply):**

Packing/Unpacking       Organization/Decluttering       Junk Removal/Cleaning       Clerical

Do you have any prior experience with other moving, packing/unpacking, organization, decluttering, estate preparedness, or junk removal companies or individuals?       Yes  No

Why are you interested in applying to work with FRPP and what skills do you believe you have that will add value to the services we provide our clients? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Place a check mark on any days you're available to work in the section below. Please write in the range of time for your availability on the line next to each day (EX: 8:30am – 6:00pm / or 10:00am – 5:15pm).**

*NOTE – FRPP Employees are not required to work Sundays, however if a job comes in that we may be able to accommodate, we will reach out to employees and give an opportunity to accept the job at will. It is NEVER MANDATORY for any employees to work on a Sunday and declining a last-minute job request will not affect future employment opportunities nor will it have a negative impact on your status of employment with FRPP. Additionally, employees that work Sunday jobs will be eligible for a 25% hourly wage increase for hours worked that day (EX: If your normal hourly wage is \$18, your hourly wage would be increased to \$22.50 for actual hours worked on a Sunday job).*

Desired Starting Rate of Pay (Hourly): \_\_\_\_\_  Part Time       Full Time

Monday \_\_\_\_\_       Tuesday \_\_\_\_\_       Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_       Friday \_\_\_\_\_       Saturday \_\_\_\_\_



List your employment history for the past ten (7) years, starting with the most recent below. If additional space is needed, please use the "Additional Details" section at the end of this application.

1. Company Name: \_\_\_\_\_ May we contact them?  Yes  No

If you have indicated that we may NOT contact this employer, please briefly explain why: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ / Currently Employed

Company Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Manager/Supervisor Name: \_\_\_\_\_

Primary roles & responsibilities: \_\_\_\_\_

\_\_\_\_\_

Did you manage or supervise other employees at any time during your employment here?  Yes  No

Check appropriate box below & briefly describe the reason your employment ended:

\_\_\_\_\_

Resigned/Quit  Terminated/Fired  Retired  Contract Ended  Seasonal Employment

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2. Company Name: \_\_\_\_\_ May we contact them?  Yes  No

If you have indicated that we may NOT contact this employer, please briefly explain why: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ / Currently Employed

Company Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Manager/Supervisor Name: \_\_\_\_\_

Primary roles & responsibilities: \_\_\_\_\_

\_\_\_\_\_

Did you manage or supervise other employees at any time during your employment here?  Yes  No

Check appropriate box below & briefly describe the reason your employment ended:

\_\_\_\_\_

Resigned/Quit  Terminated/Fired  Retired  Contract Ended  Seasonal Employment

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**Previous Employment Cont.**

3. Company Name: \_\_\_\_\_ May we contact them?  Yes  No

If you have indicated that we may NOT contact this employer, please briefly explain why: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ / Currently Employed

Company Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Manager/Supervisor Name: \_\_\_\_\_

Primary roles & responsibilities: \_\_\_\_\_

Did you manage or supervise other employees at any time during your employment here?  Yes  No

Check appropriate box below & briefly describe the reason your employment ended:

Resigned/Quit  Terminated/Fired  Retired  Contract Ended  Seasonal Employment

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4. Company Name: \_\_\_\_\_ May we contact them?  Yes  No

If you have indicated that we may NOT contact this employer, please briefly explain why: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ / Currently Employed

Company Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Manager/Supervisor Name: \_\_\_\_\_

Primary roles & responsibilities: \_\_\_\_\_

Did you manage or supervise other employees at any time during your employment here?  Yes  No

Check appropriate box below & briefly describe the reason your employment ended:

Resigned/Quit  Terminated/Fired  Retired  Contract Ended  Seasonal Employment

## BACKGROUND INFORMATION

Have you plead no contest to or been convicted of a felony (of any degree) in the past 10 years? [ ] Yes [ ] No

**[If Yes]** Please list the state in which you were convicted, date of offense, date of conviction, disposition/final verdict and sentencing detail(s) – this includes actual time served and any related probationary terms.

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**If additional space is needed, please use the “Additional Details” section at the end of this application.**

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Current Full Legal Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Place of Birth (City/State): \_\_\_\_\_

Driver License OR State Identification Card Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_

If you do **not** hold a current or valid state issued driver license or ID, please list another form of identification:

Please list ALL other, alias, nicknames or additional names (birth, marriage(s)/maiden, divorce etc.) used at any time in the **past 15 years**: \_\_\_\_\_

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Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ IRS/TIN Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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List your address history for the past ten (7) years (prior to your current address) below.

1. PREVIOUS Address (Full Street / City / State / Full Zip Code): [ ] Rent [ ] Own [ ] Other

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No. Years \_\_\_\_\_ and Months \_\_\_\_\_ you resided here. -OR- Dates (to/from): \_\_\_\_\_

Landlord Name & Phone Number (If Applicable): \_\_\_\_\_

List anyone else that lived here with you – Name & Phone Number: \_\_\_\_\_

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2. PREVIOUS Physical/Home Address (Numbered Street / City / State / Full Zip Code):

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Number of Years \_\_\_\_\_ and Months \_\_\_\_\_ you resided here. [ ] Rent [ ] Own [ ] Other

Landlord Name & Phone Number (If Applicable): \_\_\_\_\_

List anyone else that lived here with you – Name & Phone Number: \_\_\_\_\_

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**Address History Cont.**

3. PREVIOUS Address (Full Street / City / State / Full Zip Code):     Rent         Own         Other

\_\_\_\_\_

No. Years \_\_\_\_\_ and Months \_\_\_\_\_ you resided here. -OR- Dates (to/from): \_\_\_\_\_

Landlord Name & Phone Number (If Applicable): \_\_\_\_\_

List anyone else that lived here with you – Name & Phone Number: \_\_\_\_\_

\_\_\_\_\_

4. PREVIOUS Physical/Home Address (Numbered Street / City / State / Full Zip Code):

\_\_\_\_\_

Number of Years \_\_\_\_\_ and Months \_\_\_\_\_ you resided here.     Rent         Own         Other

Landlord Name & Phone Number (If Applicable): \_\_\_\_\_

List anyone else that lived here with you – Name & Phone Number: \_\_\_\_\_

\_\_\_\_\_

**If you have additional addresses to add, please use the “Additional Details” section at the end of this application.**

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The following documents are required for every new-hire and must be submitted **PRIOR** to working. Please do not submit these documents with your application, however be prepared to provide **copies** upon request:

- **High School Diploma, GED or Equivalent**
- **Social Security Card**
- **Birth Certificate**
- **One (1) of the following additional personal identifiers:**
  - **Both the FRONT and BACK sides of your Driver License**
  - **Both inner pages of your U.S. Passport (Not expired within the past 18 months)**
  - **Both the FRONT and BACK sides of your State Issued ID**
- **TX Automobile Liability Insurance card for any vehicle to be driven to or parked on the property of clients for the purpose of conducting work for FRPP**
- **Completed IRS W9-Form (If applicable)**
- **All certifications relevant to this job or line of work and/or safety compliance: CPR/1<sup>st</sup> Aid/Hazmat/Bloodborne Pathogens/OSHA/Handling Chemicals & Proper Disposal/Emergency Preparedness & Heat Safety etc.**



## REFERENCES

Please provide two (2) personal and three (3) professional/community references below:

1. Name: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_

What type of reference will this person provide?      [ ] Personal    [ ] Professional

Describe your relationship with this person: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_

What type of reference will this person provide?      [ ] Personal    [ ] Professional

Describe your relationship with this person: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_

What type of reference will this person provide?      [ ] Personal    [ ] Professional

Describe your relationship with this person: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

4. Name: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_

What type of reference will this person provide?      [ ] Personal    [ ] Professional

Describe your relationship with this person: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

5. Name: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_

What type of reference will this person provide?      [ ] Personal    [ ] Professional

Describe your relationship with this person: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Community Involvement

Please describe any organizations you **currently** volunteer for in Texas, or virtually throughout the US; **AND** those for which you have previously volunteered for or held significant roles/positions within the past 5 years. Please briefly describe your frequency/level(s) of involvement with each organization, what led you to serve and the impact you believe your involvement has or had.

Current:

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Previous:

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## AUTHORIZATION FOR CRIMINAL HISTORY / BACKGROUND CHECK

I, (print name) \_\_\_\_\_ hereby authorize **FIRST RESPONSE PACK AND PURGE, located/operating from the state of TEXAS** and their affiliates, agents and/or any other individuals authorized to represent the company to conduct a review of my background, criminal history (if applicable) and to obtain an investigative consumer report and/or credit report and any additional information necessary for the purpose of employment screening.

I understand and agree that the information obtained may include, but is not limited to credit and criminal history, past and present employment and income, bank accounts, credit accounts, credit reports, residential/rental history, references, vehicle and driver records, criminal records, civil proceedings/judgement records and any other relevant information. I further authorize previous or current employers, landlords, financial institutions/banks/creditors or other companies, public agencies, or individuals to release any information, records or data they may have pertaining to me. Any information received will be used only for the purposes stated herein and will be maintained in a confidential manner. Pursuant to the Fair Credit Reporting Act (FCRA), if any adverse action is taken based up on information in any consumer report(s) obtained, a copy of the report and summary of the consumer's rights will be provided to me.

\_\_\_\_\_ A copy, electronic copy, PDF conversion, image or facsimile of this authorization is as valid as the original document.

Initials

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Non-Discrimination Policy**

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The law forbids discrimination in every aspect of employment and no organization, employer, entity or individual is exempt from EEOC policies regarding applicants, hiring and employment.

The laws enforced by EEOC prohibit an employer or other covered entity from using neutral employment policies and practices that have a disproportionately negative effect on applicants or employees of a particular race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), or national origin, or on an individual with a disability or class of individuals with disabilities, if the policies or practices at issue are not job-related and necessary to the operation of the business. The laws enforced by EEOC also prohibit an employer from using neutral employment policies and practices that have a disproportionately negative impact on applicants or employees age 40 or older, if the policies or practices at issue are not based on a reasonable factor other than age.

First Response Pack and Purge does not recruit new employees in a way that discriminates against them because of their race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information. Further, First Response Pack and Purge will not base hiring decisions on stereotypes and assumptions about a person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.

If the position you are applying for with First Response Pack and Purge requires you (the applicant) to take a test, the test will only be given because it is necessary and related to the job. Applicants will be notified in advance of any interview or meeting conducted for the purpose of considering a person for hire if a test is required for the position they have applied.

Job applicants are NOT required to disclose whether or not they currently have a disability or have had one in the past. An applicant may choose to offer this information at will and First Response Pack and Purge will not discriminate, ask for details or related information regarding a disclosed disability, or discourage the applicant from applying. If a job applicant with a disability needs an accommodation (such as a sign language interpreter, ramp access, or any other accommodation) to apply for a job, First Response Pack and Purge will provide the accommodation, so long as the accommodation does not cause us significant difficulty or expense.

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**I HAVE READ AND UNDERSTAND THE ABOVE NON-DISCRIMINATION POLICY AS WRITTEN AND SET FORTH BY FIRST RESPONSE PACK AND PURGE, LLC.**

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Applicant Printed Name

Applicant Signature

Date