

Name \_\_\_\_\_

### SUPPLEMENT FOR JANITOR SUPERVISOR

Instructions: Fill in a separate form for each position you held which involved supervisory duties and responsibilities either on a regular or temporary assignment basis.

1. Employer's name and address: \_\_\_\_\_  
\_\_\_\_\_

2. Title of your position: \_\_\_\_\_

a. Period you were employed in this position (month/year):

From: \_\_\_\_\_ To: \_\_\_\_\_

b. Is supervising other employees a regular, ongoing duty and responsibility of this job?

Yes       No

c. If you performed supervisory duties and responsibilities only on a temporary assignment basis, please list the specific dates and percentage of time you performed these duties. Use the back of this sheet.

3. Check off the supervisory tasks you performed:

\_\_\_\_\_ Schedule the work of other employees

\_\_\_\_\_ Inspect the work of other employees

\_\_\_\_\_ Teach other employees in the proper method of performing the work

\_\_\_\_\_ Maintain discipline

\_\_\_\_\_ Insure that safety procedures are followed

\_\_\_\_\_ Keep records of work activities

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I certify that all statements made on this supplemental form are true and complete to the best of my knowledge. I understand and agree that any misrepresentation or omission whenever discovered, is grounds for the denial of or immediate separation from employment.

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