

Employment Application

-An Equal Opportunity Employer-

Hotel Name **City** **State**

Personal Information

Date

Name **Social Security Number**

Last First Middle

Address

Number Street City State Zip Code

Home Phone No. **Cell Phone No.** **E-mail Address**

Referral Source Information

Employment Desired/Availability

Position applying for **Date you can start**

Are You Employed? Yes No **If so, can we inquire of your present Employer?** Yes No

| Have you ever been employed by this company? | If Yes, which location? | Dates? | Job Title | Reason for leaving |
|--|-------------------------|----------------------|----------------------|----------------------|
| Yes No | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

The hotel is open for business 24 hours. Shifts start as early as 5 a.m. and end as late as 6 a.m. Please check mark days and fill in time you are available to work.

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Days | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Time | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Can you perform the essential functions of the job you are applying for, either with or without reasonable accommodations? Yes No
(Please ask the manager for a job description if you need more information on the job you are applying for.)

Do you have adequate and dependable transportation to and from work? Yes No

Are you available to work holidays and weekends? Yes No

Are you willing to work overtime? Yes No

Are you willing to travel? If yes, how often? Yes No

Salary Required

Do you want to work? Part-time(10-31 hours) Full Time(32 + hours)

Work Status Information

Have you ever been convicted of a criminal offense?

Yes No

Conviction of a criminal offenses is not a bar to employment in all cases. Each conviction is evaluated individually.

If yes, please list charge(s):

| |
|--|
| |
|--|

| Where convicted | Date | Disposition/Status |
|-----------------|------|--------------------|
| | | |

If hired, can you provide identification such as a US passport, Driver's License or photo ID issued by a State?

Yes No

If hired, can you submit documents to prove your legal right to work in the USA?

Yes No

If under age 18, may we contact your parent or guardian? Is this acceptable?

Yes No

Are you of legal age to serve alcohol?

Yes No

We have a policy against the use of drugs and alcohol in the workplace. Are you willing to comply?

Yes No

Do you presently have a job that you intend to keep?

Yes No

If we offer you the job, how long do you plan to stay with us?

Education History

| | Name & Location | Years Attended? | Did you Graduate? | Subjects Studied? |
|--|---|---|---|---|
| High School | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> |
| College | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> |
| Trade, Business or Correspondence School | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> |

Subjects of Special Study/Research or Training/Skills?

Which languages, other than English, do you speak?

Additional Training/Skills Information

Skills and information relating to position applied for or of general interest:

Describe hobbies, special interests, awards and activities(Omit references to organizations which have racial,religious, or sex identification.):

Former Employers (List last four, starting with the most recent)

| Dates | | Name & Address of Employer | Telephone | Salary | Position | Reason for leaving |
|-------|----|----------------------------|-----------|--------|----------|--------------------|
| From | To | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |

References (List the names of whom you have known for at least three years and are not related to you)

| Name | Address | Telephone | Years Known | Business |
|------|---------|-----------|-------------|----------|
| | | | | |
| | | | | |
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| | | | | |

Authorization

"I certify that all facts supplied in this application and attached resume(if applicable) are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damages that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make an agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release of use of disability-related or medical information in a manner prohibited by the American with Disabilities Act (ADA) and other relevant federal and state laws.

I understand and agree to a drug test and that a negative result therefrom is required as conditions of employment."

Signature

Date: