**APPLICATION FOR EMPLOYMENT** Date: 

This application must be fully and accurately completed in order for you to be considered for employment with the  (Company). The Company does not consider age, race, color, national origin, religion, creed, gender (sex), sexual orientation, current or prior military service, disability, genetic information, or any other status protected by law when hiring or making employment related decisions. Discrimination is not tolerated. Please advise us if any accommodation is needed to participate in the application process.

Position for which you would like to be considered: 

Name:    

Given First Name Middle Last Name Nickname

Present Address: 

City:  State:  Zip:  Telephone Number: 

Are you employed now? Yes No

When are you available for work? :  Full-Time Part-Time Temporary

Although the Company tries to accommodate individual preferences, business needs sometimes require overtime, a rotating work schedule, and a work schedule which includes weekends and holidays. There is no guarantee of fixed hours.

Are you 18 years of age or older? Yes  No (If not, employment is subject to verification of minimum legal age.)

Have you been convicted of a crime, whether a felony or misdemeanor in the last ten years? Yes  No If yes, describe.

(Criminal convictions are not an absolute disqualification to employment but will be considered in relation to specific job requirements.)

Have you ever been employed at a hotel/motel? Yes  No If yes, where 

Are you related by blood, adoption, or marriage to any person who works at this hotel? Yes  No If yes, who 

Are you legally eligible for employment in the United States? Yes  No

If you are hired, you must provide documents which verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment will be subject to providing such documents.

How did you hear about the position: Friend Relative Newspaper

Bulletin Board Job Service Other 

If you heard about this position from a current employee, who told you? 

The Company only allows smoking in designated areas of the premises. If hired, can you comply with this policy? Yes  No

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

Special Skills/Training: Personal Computer Computer Software Skills include: 

10-Key Adding Machine

Typing  wpm Other 

EDUCATION NAME/LOCATION OF SCHOOL DEGREE SUBJECT AREA

High School   

College   

Trade, Business or   

Correspondence School

Have you ever been discharged or forced to resign from any employment? Yes  No

If yes, explain: 

**WORK HISTORY** (Past work experience – beginning with current or most recent employer)

1. Employer 

Address  Telephone 

Job Title  Supervisor 

Describe Work Performed 

Dates Employed: From  To  HOURLY RATE/SALARY: 

Reason for Leaving 

1. Employer 

Address  Telephone 

Job Title  Supervisor 

Describe Work Performed 

Dates Employed: From  To  HOURLY RATE/SALARY: 

Reason for Leaving 

1. Employer 

Address  Telephone 

Job Title  Supervisor 

Describe Work Performed 

Dates Employed: From  To  HOURLY RATE/SALARY: 

Reason for Leaving 

**REFERENCES:** (List three people not related to you, whom you have known for at least one year).

**NAME ADDRESS BUSINESS TELEPHONE**







**READ THIS INFORMATION BEFORE SIGNING YOUR JOB APPLICATION.**

**AGREEMENT**

I certify that the information I have provided is true and complete to the best of my knowledge. I understand that false or misleading information provided in this application, or during an interview, can prevent me from being hired, and if I am hired, can result in my discharge at any time. I authorize the Company to investigate all information provided in this application. I authorize all employers (past or present), persons, schools, law enforcement agencies, and other organizations named in this application to provide any information requested by the Company, and I release those parties from any liability for providing information. I authorize the Company to conduct an investigation of my credit history, civil and criminal court records, and other aspects of my background. I acknowledge that the Company may require substance abuse testing, and that any offer of employment is subject to me successfully passing any test or examination.

If I am hired, I understand that my employment is for no definite period, and that my employment and compensation can be terminated at any time by the Company or me, with or without cause, and with or without notice. I understand that no manager, or representative of the Company, has any authority to make any agreement for employment for any specified period of time, or make any agreement contrary to the information stated in this application. I understand that nothing contained in this application, or discussed during any interview, creates an employment contract between the Company and me. I understand that the Company’s acceptance of this application does not imply that positions are available and does not in any way obligate the Company to hire me.

I acknowledge that I have read and understand the job description for the position which I am applying. I have completely and accurately explained any inability to fully perform the essential job functions listed in the job description. If hired, I will comply with all Company job requirements.

I understand that this application is only valid for 30 days and that I must reapply, every 30 days, to continue to be considered for employment.

SIGNATURE OF APPLICANT DATE Rev. 6/13