

APPLICATION FOR EMPLOYMENT

Conditions of employment stated at the end of this form. Please read carefully before you sign this application.

REFERRED BY _____

PERSONAL INFORMATION

SOCIAL SECURITY NUMBER _____

APPLICATION DATE _____

LAST NAME _____

FIRST NAME _____

MIDDLE INITIAL _____

PHONE NUMBER _____

PRESENT ADDRESS _____

CITY _____

STATE _____ ZIP _____

HOW LONG? _____

PERMANENT ADDRESS
IF DIFFERENT THAN
PRESENT ADDRESS _____

CITY _____

STATE _____ ZIP _____

HOW LONG? _____

IF NO PHONE, HOW MAY WE CONTACT YOU? _____

MILITARY STATUS _____

IF ANY INFORMATION RELATIVE TO CHANGE OF NAME, USE OF ASSUMED NAME OR NICK NAME NECESSARY TO VERIFY THE INFORMATION ON THIS APPLICATION? IF YES, LIST INFORMATION ON BACK.

EMPLOYMENT DESIRED

DATE YOU CAN START _____

SALARY DESIRED _____

POSITIONS APPLIED FOR _____

IF YOU HAVE FRIENDS OR RELATIVES EMPLOYED BY THIS COMPANY, PLEASE GIVE NAMES AND RELATIONSHIPS _____

IF YOU HAVE APPLIED FOR THIS COMPANY BEFORE, PLEASE INDICATE WHERE AND WHEN _____

DO YOU SEEK FULL OR PART TIME EMPLOYMENT _____

SHIFT OR HOURS PREFERRED _____

ARE THERE ANY DAYS OF THE WEEK OR HOURS OF THE DAY THAT YOU ARE NOT AVAILABLE TO WORK? PLEASE EXPLAIN. _____

HAVE YOU BEEN CONVICTED OF A FELONY OR ANY CRIMINAL OFFENSES INVOLVING DISHONESTY, BREACH OF TRUST OR VIOLENCE WITHIN THE LAST SEVEN YEARS?
 YES NO

IF YES, PLEASE EXPLAIN. _____

EDUCATION

EDUCATION TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	YEARS ATTENDED	DID YOU GRADUATE?		DEGREE IF APPLICABLE
				YES	NO	
ELEMENTARY						
HIGH SCHOOL						
COLLEGE						
GRADUATE SCHOOL						
BUSINESS, TRADE OR OTHER						

Languages spoken: _____

Hobbies and interests: _____

Subjects of special study, research work or any special skills or qualifications related to the position(s) applied for: _____

Business / professional organizations of which you are a member: _____

Additional experience or qualifications: _____

EMPLOYMENT HISTORY

Are there any periods of time of two months or more since you graduated or last attended high school when you were not employed, enrolled in school or in the military? Yes No

If yes, please account for those periods below. _____

List a complete history of **ALL** employers (including part-time and temporary employment) since you graduated or last attended high school. Use additional sheet(s) of paper if necessary. Follow the format below on any additional sheets.

PRINT NAME OF PRESENT OR LAST EMPLOYER _____ PHONE _____
COMPLETE ADDRESS _____ CITY _____ STATE _____
POSITION _____ STARTING DATE (Mo/Yr) _____ LEAVING DATE (Mo/Yr) _____
NAME OF LAST SUPERVISOR _____
SALARY AND POSITION AT DATE OF EMPLOYMENT _____ PAY: _____
SALARY AND POSITION AT DATE OF LEAVING _____ HOURLY
REASON FOR LEAVING, OR IF STILL EMPLOYED, WHY YOU ARE SEEKING OTHER EMPLOYMENT. _____ WEEKLY
_____ MONTHLY

PRINT NAME OF NEXT PREVIOUS EMPLOYER _____ PHONE _____
COMPLETE ADDRESS _____ CITY _____ STATE _____
POSITION _____ STARTING DATE (Mo/Yr) _____ LEAVING DATE (Mo/Yr) _____
NAME OF LAST SUPERVISOR _____
SALARY AND POSITION AT DATE OF EMPLOYMENT _____ PAY: _____
SALARY AND POSITION AT DATE OF LEAVING _____ HOURLY
REASON FOR LEAVING, OR IF STILL EMPLOYED, WHY YOU ARE SEEKING OTHER EMPLOYMENT. _____ WEEKLY
_____ MONTHLY

PRINT NAME OF NEXT PREVIOUS EMPLOYER _____ PHONE _____
COMPLETE ADDRESS _____ CITY _____ STATE _____
POSITION _____ STARTING DATE (Mo/Yr) _____ LEAVING DATE (Mo/Yr) _____
NAME OF LAST SUPERVISOR _____
SALARY AND POSITION AT DATE OF EMPLOYMENT _____ PAY: _____
SALARY AND POSITION AT DATE OF LEAVING _____ HOURLY
REASON FOR LEAVING, OR IF STILL EMPLOYED, WHY YOU ARE SEEKING OTHER EMPLOYMENT. _____ WEEKLY
_____ MONTHLY

PRINT NAME OF NEXT PREVIOUS EMPLOYER _____ PHONE _____
COMPLETE ADDRESS _____ CITY _____ STATE _____
POSITION _____ STARTING DATE (Mo/Yr) _____ LEAVING DATE (Mo/Yr) _____
NAME OF LAST SUPERVISOR _____
SALARY AND POSITION AT DATE OF EMPLOYMENT _____ PAY: _____
SALARY AND POSITION AT DATE OF LEAVING _____ HOURLY
REASON FOR LEAVING, OR IF STILL EMPLOYED, WHY YOU ARE SEEKING OTHER EMPLOYMENT. _____ WEEKLY
_____ MONTHLY

SUPPLEMENTAL QUESTIONS

1. Our company is a people business with customer service and satisfaction as our primary goals. How do you feel you can contribute to these goals? _____

2. Why do you want this job and how does it fit in with your future plans? _____

3. What did you like best about your last job? _____

4. What did you like least about your last job? _____

5. How would you feel if you were asked to spend additional time on the job that was not originally planned for? _____

6. Think back to the supervisors that you had in the past. Which qualities did you admire the most?

7. Describe your personality. _____

8. Who is primarily responsible for your safety? _____

9. Describe "professional appearance." _____

10. What are your best, most productive hours of the day? _____

What is your definition of "hospitality?" _____

BUSINESS OR PERSONAL REFERENCES

LIST PERSONS WHO HAVE CONTRIBUTED TO YOUR SUCCESS (NON RELATIVES)

1. NAME _____	HOME PHONE _____	BUSINESS PHONE _____
HOME ADDRESS _____	RELATIONSHIP _____	
CITY & STATE _____	HOW LONG KNOWN _____	
2. NAME _____	HOME PHONE _____	BUSINESS PHONE _____
HOME ADDRESS _____	RELATIONSHIP _____	
CITY & STATE _____	HOW LONG KNOWN _____	
3. NAME _____	HOME PHONE _____	BUSINESS PHONE _____
HOME ADDRESS _____	RELATIONSHIP _____	
CITY & STATE _____	HOW LONG KNOWN _____	

In case of emergency, notify: _____ Phone _____
Relationship to you: _____

NOTIFICATION AND AGREEMENT

CONDITIONS OF EMPLOYMENT PLEASE READ BEFORE SIGNING

I CERTIFY THAT THE FACTS AND INFORMATION SET FORTH IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT REGARDLESS OF WHEN OR HOW DISCOVERED.

It is the policy of the company to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, national origin, marital status, expunged juvenile records, or pregnancy, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and qualified mentally or physically handicapped individuals.

(Please Initial After Reading)

Initials

I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between the company or myself for either employment or the providing of any benefit. I understand and agree that if I am offered and accept a position, my employment may be terminated with or without cause, and with or without notice, at any time, at the discretion of either the company or myself. I also agree to conform to all existing and future company rules and regulations and I understand that the employer reserves the right to change wages, hours, and working conditions as deemed necessary. I also understand that no company representative has any authority to enter into any employment agreement, whether it be verbal, written or implied, whatsoever, at any time without the approval of the company president in writing.

Initials

I understand it is the policy of the company to obtain a credit and/or criminal report of those applicants applying for certain positions within the company, before making an offer of employment. I hereby grant permission to the company to request such reports on me if applicable.

Initials

I understand that I may be requested to submit to a physical examination in the event that I am hired, the results of which will be given to the company. I also understand that I may be requested to submit to a pre-employment drug screen. I hereby submit to said physical examination and drug screening.

Initials

I acknowledge that I have read and understand the above statements.

Initials

I hereby grant permission to confirm the information supplied on this application by me.

Initials

Questions regarding the above statements should be directed to your employment interviewer before signing this agreement. The application will be given every consideration, but its receipt does not imply that you will be employed.

Date

Signature of Applicant