



Application for Employment

Applicant Information

Date _____

Last name _____ First name _____ Middle Initial _____

Street Address _____

City _____ State _____ ZIP _____

Home Phone _____ Cellular Phone _____

Social Security # _____

If hired, can you offer proof that you are at least 16 years of age? Yes No

Employment Desired

Position applying for _____

How did you hear of this opening? _____

What type of employment are you looking for? Full Time Part Time Seasonal Temporary

Are you willing to work on a rotating schedule? Yes No

Shift Desired: 1st 2nd 3rd

Are you available to work on Holidays and Weekends? Yes No

Are you available for overtime? Yes No

Date you can start _____

Desired position _____

Desired starting salary _____

Please list applicable skills _____

Can you show proof of your eligibility to work in the United States? Yes No

Have you ever been convicted of a felony? (This will not necessarily affect your application.)

Yes No

If yes, please describe conditions. _____

Education

	School Name and Location	Year	Major/Degree Graduated?
High School	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
College	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Post-College	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Training	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

In addition to your work history, are there are other skills, qualifications, or experience that we should consider?

Hospitality Experience

Have you had any experience in the hospitality industry in the past? Yes No

If yes, how long have you been in the hospitality industry? _____

What position did you work as? _____

General

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

Do you have any relatives employed by this organization? Yes No

If yes, please list:

Name _____ Relationship _____ Department _____

Name _____ Relationship _____ Department _____

References

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Emergency Contact

Name _____ Relationship _____ Phone _____

Address

Employment History (Start with most recent employer)

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact them? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact them? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact them? Yes No

Responsibilities _____

Reason for leaving _____

Additional Comments:

Please read the following statement carefully

If offered employment, I understand that I will be an employee of The Inn at Grand Glaize also referred as the "Company". As such my employment is subject to rules, regulations and policies of The Company. Which may be amended, clarified or revised as condition warrant, but only in writing by its Chief Manager exclusively; The provision of this application and written statement, promises, contracts, understandings policies or previous manuals.

Your employment is "at will". Neither the employee nor the Company is bound to continue the employment relationship if either chooses, at their will, to end the relationship at any time. I agree that my employment may be terminated with or without cause and with or without notice, at any time at the option of the company, or the employer, its Management..

I agree to provide proper documentation of my legal right to work in the United States of America.

All applicants seeking employment with Inn at Grand Glaize may be required to submit to a pre-employment drug test and must receive a negative result as a condition of employment. The test will be conducted and negative results must be obtained before you start work. If you are offered employment before your test results are received, that offer is conditional. And if the results of your test are not negative, you are subject to immediate termination. The Company reserves the right to require a later drug test if your supervisor or the General Manager has reason to suspect that you are under the influence of alcohol or illegal drugs while on hotel or company property.

Equal opportunity employer –Interviewed and hired on the basis of their individual qualifications without discrimination because of race, color, religion, nationality, disability, marital status or sex except where age, sex, lack of physical/ mental ability is a bona fide qualification for the job.

I declare that my answers to the questions in this application are true and I authorize The Inn at Grand Glaize to investigate all references and information given by me, I agree that any inaccurate or false information on this application will be cause for refusal to hire or for immediate dismissal.

Signature _____ **Date** _____