



DATE _____

THE OTESAGA HOTEL and COOPER INN EMPLOYMENT APPLICATION

We are an equal opportunity employer. All applicants will receive consideration based on their qualifications and without regard to Race, Creed, Religion, Age, Disability/Handicap, Sex, Sexual Orientation, National Origin, Military Status, Genetic Characteristic, Marital Status or Domestic Violence Victim.

Except where indicated, all questions must be answered. Please print clearly.

Name _____
Last First M.I.

Present Address _____
Street City State Zip

Home Phone (_____) _____ Phone for Message (_____) _____ Email: _____
Area Code Area Code

Position(s) Applying For: _____ Date available to start work: _____

What Days and Hours can you work? _____ Can you work weekends? _____

Last day you can work up to? Month _____ Date _____ through November?

Are you 18 years of age or older? Yes ___ No ___ If no, state your age ____ How did you hear about us? _____

Have you ever worked for us before? No ___ Yes ___ If yes, Please give dates and position _____

Why did you leave? _____

Do any relatives or friends work for us now? No ___ Yes ___ Names and Relationship: _____

EDUCATION

Name of School	Street	City	State	Highest Grade Completed	Type of Diploma Degree - Major
High School					
College					
Technical					

Have you ever been **convicted** of a crime, *excluding traffic violations*? No ___ Yes ___

If Yes, please describe: _____

Are you a citizen of the United States? Yes ___ No ___ If no, do you have the legal right to work in the United States? Yes ___ No ___ if an offer of employment is made **proof of your right to work in the United States will be required to be provided within three days of hire.**

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

Have you ever used another name(s) No ___ Yes ___ Please provide additional names or information necessary to check your employment or education: _____

U.S. MILITARY SERVICE

Veteran: Yes ___ No ___ Dates of Service: _____ Branch of Service _____

Military Training and Occupation: _____

EMPLOYMENT HISTORY (starting with most recent) Do NOT state Refer to Resume

If you are not currently working, indicate here how you spent your time between your last employment and now:

Name of Most Recent/Current Employer:		From (m/d/yr)	To (m/d/yr)
Full Address:			
Supervisor's Name:		Phone:	Your Position:
Your Duties:			
Salary Start:		Final:	Reason for Leaving:
PREVIOUS EMPLOYER:		Employed: From (m/d/yr)	To (m/d/yr)
Full Address:			
Supervisor's Name:		Phone:	Your Position:
Your Duties:			
Salary Start:		Final:	Reason for Leaving:
PREVIOUS EMPLOYER:		Employed: From (m/d/yr)	To (m/d/yr)
Full Address:			
Supervisor's Name:		Phone:	Your Position:
Your Duties:			
Salary Start:		Final:	Reason for Leaving:
PREVIOUS EMPLOYER:		Employed: From (m/d/yr)	To (m/d/yr)
Full Address:			
Supervisor's Name:		Phone:	Your Position:
Your Duties:			
Salary Start:		Final:	Reason for Leaving:

Have you ever been terminated or asked to resign from any job? No__Yes __ If Yes please explain circumstances:

If you are **currently** employed may we contact your current employer for reference purposes? No___ Yes___ If yes, whom?

Name _____ Position _____ Phone # _____

PERSONAL REFERENCES (NOT a relative or employer)

<u>Name</u>	<u>Occupation</u>	<u>Address</u>	<u>Telephone #</u>
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1. _____
2. _____
3. _____

READ CAREFULLY AND SIGN:

1. I certify that the information provided by me in this Application is true, correct and complete.
2. I understand that any false statement or misrepresentation of the facts called for in this Application will be cause for rejection of my application or for dismissal of my employment.
3. I further understand that if employed, my continued employment is subject to the Hotel's satisfaction with my performance and the references provided, and that I will be an employee at will.
4. I also authorize and request all of my present (present employer will only be contacted with your consent or after you have given notice of termination) and former employers, and those people I have listed as personal references, to furnish the Otesaga Hotel with information about my employment record (including a statement of the reason for the termination of my employment), work performance, abilities and other qualities pertinent to my qualifications for employment, and I hereby release them from any and all liability for damages of whatever nature arising from furnishing the requested information.

Signature _____ **Date** _____