



# Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

If one of our employees encouraged you to apply for work here, give name & relationship: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Disclaimer and Signature**

The information within this application is requested in order to help us make the best possible placement within the company. All portions of this application pertaining to you must be completed. We appreciate the time you spent in filling in this application form. The company, in accordance with State and Federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, physical or mental handicap or arrest record. We fully intend to comply with all State, Federal and Local employment laws.

By signing below, you certify that the information contained in this application is correct to the best of your knowledge, and understand the falsification of this application in any detail is grounds for disqualification from further consideration. You agree to conform to the rules and regulations of the company and understand that my employment and compensation can be terminated, with or without cause, and with or without notice any time at the option of either the company or myself. You further understand that no personnel recruiter or other representative of the company, other than the owner or General Manager, has any authority to enter into any agreement for employment for any specified period of time.

You acknowledge that, in connection with your application for employment, promotion or assignment with Hotel Metro, you have been advised in writing that an investigative consumer report may be made as to your character, general reputation, personal characteristics and mode of living. You further acknowledge that you have been advised in writing by Hotel Metro, which, upon written request, within a reasonable time, additional information as to the nature and scope of the report, if one is made, will be provided. This written request should be addressed to the Human Resources Manager.

You hereby authorize all personnel, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any and all information concerning your qualifications for the position applied for, and release the same from any liability resulting from providing such information. You also acknowledge that from time to time, Hotel Metro may be required to submit certain information with regard to your employment or application to various State and Federal Governmental agencies. You hereby authorize Hotel Metro to provide such information, and release the company, its agents, officers and subsidiaries from any liability resulting from submitting such information.

You hereby certify that all the statements and answers set forth on this application form are complete and true and you understand that if, subsequent to employment, any of such statements and/or answers are found false or that information has been omitted, such false statements or omissions will by my immediate termination of your employment.

By signing below you acknowledge that Hotel Metro is an equal opportunity employer and your application will be considered based upon your qualifications only.

Signature of Application: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Interviewers Comments: \_\_\_\_\_

Availability: \_\_\_\_\_