

Emerald Hospitality Associates, Inc.

EMPLOYMENT APPLICATION

Date of Application: _____

INSTRUCTIONS: Please answer all questions. If you cannot answer a question, write "none". Be certain to sign your name at the bottom of the reverse side.

NAME (Last, First, Middle):	SOCIAL SECURITY NO:
HOME ADDRESS:	CITY, STATE, ZIP CODE:
PHONE #	
POSITION APPLYING FOR: _____ REFERRED BY: _____	EARNINGS EXPECTED:
If you are hired, when will you be available for work? _____	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary or Seasonal	
Are you at least 18 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you eligible for employment in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>
Note: If you are hired, you will be required to submit documentation of eligibility for employment as required by the Immigration Reform and Control Act of 1986 BEFORE you begin to work.	

EMPLOYMENT SUMMARY

INSTRUCTIONS: List in order, all employees (full and part time), last or present employer first. Also, please explain any periods of unemployment. If more space is needed for previous employees, please attach a separate sheet.

Have you worked for any other hotel? Yes No If yes, which hotel? _____

Position Held: _____ Supervisor: _____ Reason for Leaving? _____

Dates	Name, Address, Phone of Employer	Rate of Pay		Supervisor's Name and Title	Reason for Leaving:
		Start	Finish		
FROM:					
TO:					

Your Title: _____ Describe in detail the work you did: _____

Dates	Name, Address, Phone of Employer	Rate of Pay		Supervisor's Name and Title	Reason for Leaving:
		Start	Finish		
FROM:					
TO:					

Your Title: _____ Describe in detail the work you did: _____

Dates	Name, Address, Phone of Employer	Rate of Pay		Supervisor's Name and Title	Reason for Leaving:
		Start	Finish		
FROM:					
TO:					

Your Title: _____ Describe in detail the work you did: _____

This section MUST be completed:

May we contact employers you have listed above? Yes No

Applicant Signature: _____ Date: _____

EDUCATION

	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED
HIGH SCHOOL			9 10 11 12
COLLEGE			Degree Obtained:
TRADE SCHOOL			Technical Specialty:
OTHER			

Special Skills, Training, Experience, Etc.	Where Acquired	No. of years of Experience/Training

SECURITY DATA

Have you ever been convicted of a felony? _____ Note: This question does not apply to convictions which have been expunged, sealed, pardoned, or otherwise exonerated or eradicated. (A conviction record will not necessarily be a bar to employment. A conviction which is substantially related to the functions or qualifications of the position(s) for which you are applying may be taken into consideration.) If yes, please describe fully the criminal conviction(s), listing the nature of the offense(s) and your rehabilitation since the conviction(s).

MILITARY EXPERIENCE

Military Service Record

Have you ever served in the military? Yes [] No [] If yes, which branch? _____

What were your duties in the military? _____

REFERENCES

Please do not include relatives

NAME/ADDRESS	RELATIONSHIP	PHONE NUMBER

EEO STATEMENT

This hotel is an equal opportunity employer and makes every effort to hire the most qualified individual for the job based upon job-related qualifications and regardless of race, color, creed, sex, national origin, age, disability, or other protected group.

READ CAREFULLY, SIGN AND DATE

By my signature below, I certify that the information I have provided on this Employment Application is true and complete to the best of my knowledge, and (except as noted on the front of this application) I authorize the release of information regarding my employment history, work habits, general reputation, educational background, and criminal history.

I understand that if I am employed, any false or misleading information on this application may be considered sufficient cause for dismissal.

SIGNATURE: _____ DATE: _____