

# APPLICATION FOR EMPLOYMENT

Please print, sign and present your form via fax, in person, or by mail

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

## PLEASE READ THE FOLLOWING CAREFULLY

Thank you for your interest in joining our team. Our associates make us successful and the employment process is an important aspect of building our team.

Please complete as follows:

1. Application For Employment Form
2. Release of Employment Records Form
3. Print all information so it may be easily read. Be certain that each section is completely filled out. Incomplete applications will not be considered. Only one application per property will be accepted and you may select one or more positions within the same application.
4. Use the abbreviation "N/A" if a particular provision or section in the form is not applicable to you.
5. As part of this application, a job description containing the essential functions of the job is available for review. If it has not been supplied to you, it is your responsibility to ask for one.
6. We will keep your application on file for ninety (90) days. Should an appropriate opening occur, your application will be reviewed along with others. If you are among the most qualified applicants for the position, an interview will be arranged. It is not necessary for you to contact this office regarding any job openings after you have completed your application. Please notify us in writing if your address or telephone number should change.
7. Employment decisions are made solely on the basis of qualifications to perform the work for which you are applying. Qualifications include education, training, work experience and other factors which are relevant in determining job performance. Credentials and experience will be verified through schools, former associates and licensing/certification agencies, if applicable. As an Equal Opportunity Employer, decisions to hire and promote are made without regard to race, religion, color, sex, national origin, age, disability, or any other classification as proscribed by federal, state or local law.

## POSITION APPLYING FOR (select one or more):

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Assistant General Manager                                   | <input type="checkbox"/> Driver                       | <input type="checkbox"/> Guest Services Manager / Front Office Manager | <input type="checkbox"/> Maintenance Worker      |
| <input type="checkbox"/> Assistant Housekeeper                                       | <input type="checkbox"/> Executive Housekeeper        | <input type="checkbox"/> Housekeeping Supervisor                       | <input type="checkbox"/> Night Auditors          |
| <input type="checkbox"/> Breakfast Host / Hostess                                    | <input type="checkbox"/> Front Desk Supervisor        | <input type="checkbox"/> Houseperson                                   | <input type="checkbox"/> Room Attendants         |
| <input type="checkbox"/> Chief/Maintenance Engineer                                  | <input type="checkbox"/> General Manager              | <input type="checkbox"/> Laundry Worker                                | <input type="checkbox"/> Sales/Group Coordinator |
| <input type="checkbox"/> Director of Sales / Corporate Sales Manager / Sales Manager | <input type="checkbox"/> Guest Service Representative |  | <input type="checkbox"/> Unarmed Security Guard  |

## PROPERTY APPLYING FOR (select one):

- |  |   |
|--|---|
| <input type="checkbox"/> Courtyard by Marriott Greenville Downtown, SC       | <input type="checkbox"/> Hampton Inn & Suites Greenville Downtown RiverPlace, SC  |
| <input type="checkbox"/> Embassy Suites Greenville Downtown RiverPlace, SC   | <input type="checkbox"/> Hampton Inn & Suites Miami Airport South Blue Lagoon, FL |
| <input type="checkbox"/> Hampton Inn Coconut Grove Coral Gables, FL          | <input type="checkbox"/> Hampton Inn & Suites Miami Brickell Downtown, FL         |
| <input type="checkbox"/> Hampton Inn Columbia Downtown Historic District, SC | <input type="checkbox"/> Hampton Inn & Suites Baton Rouge, LA                     |
| <input type="checkbox"/> Hampton Inn Greenville I-385 Woodruff Road, SC      | <input type="checkbox"/> Hampton Inn & Suites Roanoke Downtown, VA                |
| <input type="checkbox"/> Hampton Inn Pembroke Pines Fort Lauderdale West, FL | <input type="checkbox"/> Hilton Columbia Center, SC                               |

## APPLICANT'S STATEMENT, AUTHORIZATION, AND RELEASE

By submitting this application or other documents, I agree to confirm to the rules and regulations of the Company, including an Introductory Period (if applicable). I certify that the information provided in this Application for Employment is correct and complete. I authorize the investigation of this information and give permission for the Company or their designated representatives to contact schools, previous employers, personal references and others to verify the data I have supplied. I release and indemnify the Company from any claims or liability resulting from such inquiry. In addition, I release the schools, my previous employers, and other individuals from all liability as a result of responding to such inquiries. I understand that my misrepresentation, omission of fact(s), or incomplete information may

disqualify me for employment with the Company. In addition, if I am employed by the Company, any discovery of misrepresentation or omission of fact(s) on this Application for Employment following my employment may result in discipline up to and including termination. I understand and agree as a condition of continued employment that I will be required to take a drug and/or alcohol test as part of any work related accident investigation.

I understand that employment with the Company is for no guaranteed period of time and may be terminated by myself, the Company with or without notice. I acknowledge that any promise, policies, business practices, procedures, or documents (including the Company's Employee Handbook) do not constitute an employment contract or modification of the at-will employment relationship between Company and myself.

A copy of this release shall be as valid as the original.

## THE COMPANY'S STATEMENT

The Company complies with the Americans with Disabilities Act of 1990. During the interview process, you may be asked questions regarding your ability to perform job-related responsibilities. If the Company extends an offer of employment to you, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination or drug screening.

The Company is an equal employment opportunity employer. It is the policy of the Company to make employment decisions without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, marital status or any other protected category.

Applicants who are accepted for employment with the Company should understand that while every effort is made to provide continuous work, there are no employment contracts and the permanency of any position is not guaranteed.

## FAIR CREDIT REPORTING ACT NOTIFICATION

You are notified that in connection with your application for employment (including contract for services) and/or active employment with the Company, a consumer report and/or investigative report which may contain public record information may be requested and/or made on you. This report may include consumer credit, criminal records, driving records, education history, prior employer verification and other information for the purpose of considering you for employment, reassignment or retention with the Company.

These reports may include information regarding your career

experience along with reasons for termination of past employment, information regarding your character, reputation, personal characteristics and/or mode of living and will be obtained from public or private record sources or through personal interviews. Information may also be requested from various Federal, State, local or other agencies.

Before a consumer and/or investigative report is requested, you will be asked to complete a Disclosure and Consent Form. You will be provided the name and address of the consumer-reporting agency to which the request for information is being made. You will have the right to a complete disclosure of the nature and scope of the investigation and a written summary of your rights under the Fair Credit Reporting Act.

I acknowledge that I have read and understand all of the foregoing and wish to proceed with the application process.

I accept:  Yes  No

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## APPLICATION FOR EMPLOYMENT

**AN EQUAL OPPORTUNITY EMPLOYER**

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**PERSONAL DATA:**

<b>FULL NAME:</b>			
<b>STREET:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>TELEPHONE #:</b>		<b>CELLULAR #:</b>	
<b>SOCIAL SECURITY:</b>		<b>E-MAIL:</b>	

**ADDITIONAL INFORMATION:**

Salary / Wage Desired:	How were you referred to us?
Have you previously filed an application with this company? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give date:	Have you previously been employed by this company? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give date:
Do you have the legal right to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Note: You will be required to provide appropriate document(s) for completion of the I-9 at the time of employment)</i>	
Are you age 18 or older? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Note: If no, you may be required to furnish proof of exemption of partial waiver as detailed by your State Child Labor Law)</i>	
Please list any relatives or friends who are employed at this work site and their relationship to you:	
Please describe your reasons for seeking this position:	
Have you ever been terminated or forced to resign from an employment? <input type="checkbox"/> YES <input type="checkbox"/> NO Is so, please explain the circumstances surrounding your termination:	
Date available to work:	Will you work overtime if asked? <input type="checkbox"/> YES <input type="checkbox"/> NO
Type of employment desired: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night
Days you are available to work: <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	
Have you ever been convicted of a felony/misdemeanor or pleaded no contest to a felony/misdemeanor, or pleaded guilty to a felony/misdemeanor, or been found guilty of a felony/misdemeanor? <i>(Include any and all instances of these foregoing even if adjudication was withheld)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please briefly describe the circumstances of your conviction, indicating the date, nature and place of offense and description of the case. A felony conviction record will not necessarily bar you from employment:	

**EDUCATION / SKILLS:**

TYPE OF SCHOOL	NAME, STREET, CITY, STATE AND ZIP FOR EACH SCHOOL:	NO. OF YEARS ATTENDED:	DID YOU GRADUATE? DEGREE OBTAINED:	MAJOR COURSE OF STUDY
HIGH SCHOOL				
COLLEGE				
GRADUATE SCHOOL				
TRADE, BUSINESS OR CORRESPONDENCE				

**APPLICATION FOR EMPLOYMENT**

Additional Skills and Qualifications: Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

Other Languages: (read, written and spoken)

**EMPLOYMENT EXPERIENCE:**

Are you currently employed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	May we contact your current employer for reference check?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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LIST YOUR LAST FOUR PREVIOUS EMPLOYERS (most recent first). Account for all time periods including unemployment, self-employment and military service. This section must be completed in full in addition to any attached resume.

EMPLOYER:	DATE EMPLOYED: FROM: TO:	SUPERVISOR:
ADDRESS:		
TELEPHONE:	WAGES / SALARY STARTING: FINAL:	POSITION:
REASON FOR LEAVING:		

EMPLOYER:	DATE EMPLOYED: FROM: TO:	SUPERVISOR:
ADDRESS:		
TELEPHONE:	WAGES / SALARY STARTING: FINAL:	POSITION:
REASON FOR LEAVING:		

EMPLOYER:	DATE EMPLOYED: FROM: TO:	SUPERVISOR:
ADDRESS:		
TELEPHONE:	WAGES / SALARY STARTING: FINAL:	POSITION:
REASON FOR LEAVING:		

EMPLOYER:	DATE EMPLOYED: FROM: TO:	SUPERVISOR:
ADDRESS:		
TELEPHONE:	WAGES / SALARY STARTING: FINAL:	POSITION:
REASON FOR LEAVING:		

Please provide an explanation for any lapse of employment: \_\_\_\_\_

**TYPE YOUR FULL NAME IN THE PROVIDED FIELD AND CHECK THE BOX TO INDICATE YOUR ACCEPTANCE OF THESE TERMS:**

1- I certify that all information given on this application is true, correct and complete to the best of my knowledge. I also certify that I have accounted for my last three (3) work experiences and any relevant training on this application, and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.

2- Company is hereby authorized to make any investigations of my employment, educational, credit, or criminal history through any investigative agencies or bureaus of its choice. I release all relevant parties from all liability of any damages resulting from furnishing such information. If employed by Company, I agree to abide by its rules and regulations. I understand that discovery of misrepresentation or omission of facts herein will make me ineligible for employment or will

be cause for immediate dismissal. I agree to furnish additional information as may be required to complete my employment file. I understand that operating conditions may require me to temporarily work hours other than the ones for which I am applying and I agree to such scheduling change as directed by my supervisor.

3- I understand that an offer of employment and continued employment with the Company is contingent upon my furnishing satisfactory proof of my authorization to work in the United States.

4- I understand that this application for employment and that no employment contract, either express or implied, is being offered.

5- I also understand that if employed, such employment is for an indefinite period and can be terminated at will by either party, with or without notice, at any time, for any or no reason, and is subject to change in wages, conditions, benefits and operating policies.

I accept:  Yes  
 No

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_