



## Application of Employment

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Please Print

|   |   |
|---|---|
| Position(s) applied for: _____  | Date of application ____/____/____      |
| Name: _____   | Social Security # _____                 |
| Last                    First                    Middle Int.                |   |
| Address: _____  |   |
| Street                    City                    State            Zip Code |   |
| Telephone #: ( ) _____  | Mobile/ Beeper/ Other Phone#: ( ) _____ |
| Email Address: _____  |   |

Have you ever been employed here before?  Yes  No

If "Yes", please give dates and position(s) \_\_\_\_\_

If under the age of 18, and it is required, can you furnish a work permit?  Yes  No

If "No", please explain \_\_\_\_\_

Are you legally eligible for employment in this country?  Yes  No

(IF HIRED, PROOF OF CITIZENSHIP WILL BE REQUIRED WITHIN 3 DAYS OF START DATE)

Type of employment desired:  Full-Time  Part-Time  Temporary/Seasonal  Educational Co-Op

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary range? \$ \_\_\_\_\_

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?  Yes  No

If "Yes", please provide date(s) and details \_\_\_\_\_

\*Answering "YES" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Driver's license number if driving is an essential job function \_\_\_\_\_ State \_\_\_\_\_

### EMPLOYMENT HISTORY Shaner Hotel Group is an Equal Opportunity Employer

| Previous Employer 1    |                       |                           |                        |
|------------------------|-----------------------|---------------------------|------------------------|
| From: _____            | To: _____             | Employer: _____           | Title/ Position: _____ |
| Phone #: _____         | Address: _____        |                           | Supervisor: _____      |
| Wage/ Salary: \$ _____ | Nature of Work: _____ | Reason for Leaving: _____ |                        |
| Previous Employer 2    |                       |                           |                        |
| From: _____            | To: _____             | Employer: _____           | Title/ Position: _____ |
| Phone #: _____         | Address: _____        |                           | Supervisor: _____      |
| Wage/ Salary: \$ _____ | Nature of Work: _____ | Reason for Leaving: _____ |                        |
| Previous Employer 3    |                       |                           |                        |
| From: _____            | To: _____             | Employer: _____           | Title/ Position: _____ |
| Phone #: _____         | Address: _____        |                           | Supervisor: _____      |

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|                        |                       |                           |
|------------------------|-----------------------|---------------------------|
| Wage/ Salary: \$ _____ | Nature of Work: _____ | Reason for Leaving: _____ |
|------------------------|-----------------------|---------------------------|

### Skills & Qualifications

Summarize any additional training & skills. Include licenses & certificates that relate to the functions of the position for which you are applying.

### Educational Background

| Name and Location | Years Completed | Did You Graduate? | Course of Study |
|-------------------|-----------------|-------------------|-----------------|
| HIGH SCHOOL       |                 |                   |                 |
| COLLEGE           |                 |                   | MAJOR/DEGREE    |
| OTHER             |                 |                   |                 |

### References (give the names of three persons not related to you, whom you have known for at least one year)

| Name | Relationship | Telephone | # of Years Known |
|------|--------------|-----------|------------------|
| 1.)  |              |           |                  |
| 2.)  |              |           |                  |
| 3.)  |              |           |                  |

EMERGENCY CONTACT(s) \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

### Applicant Statement

I hereby declare the information provided by me in this application is true and complete, and I understand that falsification of this information is grounds for refusal to hire or, if I've been hired, for termination.

I authorize any of the persons or organizations referenced in this application to give you and any of them all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from liability for any damage which may result from furnishing such information to you.

I further acknowledge that if the employer employs me, my employment will be "at-will", and may be terminated with or without cause at any time by me or by The Shaner Hotel Group.

I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to assure any benefits or terms and conditions of employment, either prior to commencement of the employment or after I have become employed.

I consent to a drug test, either prior to commencement of employment or after I have become employed, if deemed necessary by the employer.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**  
I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\* Colorado and Rhode Island property applicants need only answer if the convicted crime was violent in nature, dealt with illegal (controlled) substance(s), or related to stolen property in any manner.