



DATE \_\_\_\_\_

## THE OTESAGA RESORT 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, or National Origin. **Except where indicated, all questions must be answered. Please print this Application and complete it in black ink. Please print clearly and mail the completed Application to The Hotel address below.**

Name \_\_\_\_\_  
Last
First
M.I.

Current address \_\_\_\_\_  
Street
Town/City
State
Zip

Home phone (\_\_\_\_) \_\_\_\_\_ Phone for messages (\_\_\_\_) \_\_\_\_\_ 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 \_\_\_\_\_

Until when can you work - Month \_\_\_\_\_ Date \_\_\_\_\_ through the end of 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(s) \_\_\_\_\_

Why did you leave \_\_\_\_\_

Do any relatives or friends work for us now - No \_\_\_ Yes \_\_\_ Name(s) 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 \_\_\_ Branch of service \_\_\_\_\_ Rank \_\_\_\_\_ Reserve status \_\_\_\_\_

Discharge status \_\_\_\_\_ Military training and occupation \_\_\_\_\_

**EMPLOYMENT HISTORY (starting with most recent) Do NOT refer to your resume.**

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

---



---



---

<b>Name of most recent or current employer</b>		<b>Employed from (month/date/year) to (month/date/year)</b>	
Complete address			
Supervisor's name		Phone	Your position
Your duties			
Salary - Start		Final	Reason for leaving
<b>Previous employer</b>		<b>Employed from (month/date/year) to (month/date/year)</b>	
Complete address			
Supervisor's name		Phone	Your position
Your duties			
Salary - Start		Final	Reason for leaving
<b>Previous employer</b>		<b>Employed from (month/date/year) to (month/date/year)</b>	
Complete address			
Supervisor's name		Phone	Your position
Your duties			
Salary - Start		Final	Reason for leaving
<b>Previous employer</b>		<b>Employed from (month/date/year) to (month/date/year)</b>	
Complete 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)**

<b>Name</b>	<b>Occupation</b>	<b>Address</b>	<b>Phone</b>
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 Resort 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** \_\_\_\_\_