



# EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

Please Use Black Ink or Typewriter

Position applying for: \_\_\_\_\_ 1st choice: \_\_\_\_\_

Position applying for: \_\_\_\_\_ 2nd choice: \_\_\_\_\_

## PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Present Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

DAYTIME Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_ EVENING Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_

Have you ever worked for The Jefferson?  Yes  No When? \_\_\_\_\_ Which Department? \_\_\_\_\_

Please list any **relatives** working at The Jefferson \_\_\_\_\_

Have you **EVER** been convicted of a **felony**?  Yes  No Have you **EVER** been convicted of a **misdemeanor**?  Yes  No

If yes, please explain and give dates \_\_\_\_\_

*The existence of a criminal record does not constitute an automatic bar to employment. However, failure to be **COMPLETELY** honest about such record will be considered fraud and grounds for immediate dismissal.*

Have you ever been fired or asked to resign from a job?  Yes  No

If yes, give date, name and address of employer, and reason. Attach additional sheets, if necessary.

*A firing or forced resignation does not automatically mean that you cannot be employed. The circumstances, time elapsed, and recent employment record will be considered. However, failure to be completely honest and accurate about such circumstances may cause your application to be disqualified for employment.*

## EDUCATION HISTORY

High School \_\_\_\_\_ Highest Grade Completed \_\_\_\_\_

Do you have an equivalency diploma (GED)?  Yes  No Date Received \_\_\_\_\_

| Name   | Dates Attended |          | Degree Pending | Mo/Yr of Degree or Certificate | Degree Completed (BA, etc.) or Certificate | Major & Minor Fields of Study |
|--|----------------|----------|----------------|--------------------------------|--|-------------------------------|
|  | From Mo/Yr     | To Mo/Yr |                |                                |  |                               |
| College  |                |          |                |                                |  |                               |
| Graduate Work  |                |          |                |                                |  |                               |
| Other (Technical, Vocational, Military, Secretarial, Etc.) |                |          |                |                                |  |                               |

Please list professional memberships, certificates, licenses, honors, fellowships, etc.

*The following information will help us to learn of the most effective way of informing interested persons of the job opportunities with the The Jefferson Hotel. Please check **ONE** of the following as to how you learned of employment opportunities with The Jefferson.*

- Jefferson Employee Referred By \_\_\_\_\_
- Job Line  Local newspaper (Name of newspaper) \_\_\_\_\_
- Job Board  Out-of-town newspaper (Name of newspaper) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

**REFERENCES**

Please list two persons (other than relatives or former employers) who know your qualifications or who know your character.

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Daytime Phone #: \_\_\_\_\_

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Daytime Phone #: \_\_\_\_\_

**NO RESUME WILL BE ACCEPTED UNLESS ACCOMPANIED BY A FULLY COMPLETED APPLICATION**

**WORK HISTORY** Give a complete record of your employment history, including part-time work, military service and volunteer experience. List all experience in order, starting with your present or most recent position and working back. Describe your duties and responsibilities in each position thoroughly so that your experience may be fairly evaluated. Account for all periods of unemployment. **Additional experience forms are available, if needed.**

|   |  |  |
|---|--|--|
| Dates of employment<br>_____ TO _____<br>Mo/Yr Mo/Yr<br><input type="checkbox"/> full-time <input type="checkbox"/> part-time<br>If part-time<br>hours per week _____<br>Description of duties<br>_____<br>_____<br>_____<br>Machines and<br>equipment used | Name of employing firm<br>_____                          | Name and title of your immediate supervisor<br>_____   |
|   | Mailing Address<br>(including telephone number)<br>_____ | Reason for leaving<br>_____  |
|   | Job title<br>_____                                       | Starting _____ Final _____<br>Salary _____ Salary _____<br><input type="checkbox"/> annually <input type="checkbox"/> monthly <input type="checkbox"/> semi-monthly<br><input type="checkbox"/> biweekly <input type="checkbox"/> weekly <input type="checkbox"/> hourly |
|   |  | Your name when employed if different from present<br>_____<br>Number and titles of people you supervised<br>_____  |
| Dates of employment<br>_____ TO _____<br>Mo/Yr Mo/Yr<br><input type="checkbox"/> full-time <input type="checkbox"/> part-time<br>If part-time<br>hours per week _____<br>Description of duties<br>_____<br>_____<br>_____<br>Machines and<br>equipment used | Name of employing firm<br>_____                          | Name and title of your immediate supervisor<br>_____   |
|   | Mailing Address<br>(including telephone number)<br>_____ | Reason for leaving<br>_____  |
|   | Job title<br>_____                                       | Starting _____ Final _____<br>Salary _____ Salary _____<br><input type="checkbox"/> annually <input type="checkbox"/> monthly <input type="checkbox"/> semi-monthly<br><input type="checkbox"/> biweekly <input type="checkbox"/> weekly <input type="checkbox"/> hourly |
|   |  | Your name when employed if different from present<br>_____<br>Number and titles of people you supervised<br>_____  |
| Dates of employment<br>_____ TO _____<br>Mo/Yr Mo/Yr<br><input type="checkbox"/> full-time <input type="checkbox"/> part-time<br>If part-time<br>hours per week _____<br>Description of duties<br>_____<br>_____<br>_____<br>Machines and<br>equipment used | Name of employing firm<br>_____                          | Name and title of your immediate supervisor<br>_____   |
|   | Mailing Address<br>(including telephone number)<br>_____ | Reason for leaving<br>_____  |
|   | Job title<br>_____                                       | Starting _____ Final _____<br>Salary _____ Salary _____<br><input type="checkbox"/> annually <input type="checkbox"/> monthly <input type="checkbox"/> semi-monthly<br><input type="checkbox"/> biweekly <input type="checkbox"/> weekly <input type="checkbox"/> hourly |
|   |  | Your name when employed if different from present<br>_____<br>Number and titles of people you supervised<br>_____  |

Use this space for any special qualifications and skills (i.e. skills with construction or office equipment, publications, etc.) or additional information that you feel will help us to evaluate your application. \_\_\_\_\_

Current number of words per minute: Typing \_\_\_\_\_ Shorthand \_\_\_\_\_ May we contact your former employers  Yes  No Present employer?  Yes  No If no, when? \_\_\_\_\_

The statements made by me in this application are true and complete to the best of my knowledge. I understand that any willful misstatements or material omissions on this application will be considered sufficient cause to disqualify me from employment with The Jefferson Hotel. If such statements or omissions are found after employment, it will be considered grounds for dismissal. I authorize the release of any job-related information that The Jefferson Hotel may request from the above sources.

Date \_\_\_\_\_ Signature \_\_\_\_\_