



APPLICATION FOR EMPLOYMENT

**Pre-Employment Questionnaire
Equal Opportunity Employer**

The Inn at Harbor Shores Mission:

To ensure each guest has the most enjoyable experience throughout their entire stay.
 To guarantee we will do whatever it takes to satisfy each and every guest immediately.
 To continuously improve our procedures and services, while consistently exceeding expectations.
 To reward teamwork and innovation within our organization.

This application was designed for use by persons applying for various types of positions.
 Please answer the questions to the best of your ability. All information will be treated confidentially.

Signature of Applicant _____ Date _____

Please Print

Name		
Present Address		
City	State	Zip
How Long?		
Telephone ()		
If under 18, please list age		Emergency Contact Name/Number:

Have you ever been convicted of a felony? Yes No

Type of Work Desired

Please indicate in which position(s) you are applying:

- Administrative/Management
- Steward
- Wait Staff
- Host
- Front Desk Associate
- Busser
- Bartender
- Line/Prep Cook
- Housekeeper
- Laundry Attendant
- Retail Store Cashier
- Maintenance

Do you wish to work:

- Part Time Temporary/Seasonal

If part time, specify hours or days available? _____

What is your minimum salary requirement? _____

When are you available to work? _____

Education

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (COMPLETE ADDRESS)	# YEARS COMPLETED	MAJOR DEGREE
High School				
College				
Trade, Business Or Correspondence School				

Employment History

Are you employed now? Yes No
List below last three employers, starting with last one first.
Firm name. Attach additional sheets, if necessary.

If so, may we contact your present employer? Yes No

Name of Employer

Name of last supervisor

Address

Your last job title

Phone Number

Employment Date

Pay or Salary

From To

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of Employer

Name of last supervisor

Address

Your last job title

Phone Number

Employment Date

Pay or Salary

From To

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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Employment Date

Pay or Salary

From To

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

References

Please list three references other than relatives.

Name_____	Name_____
Position_____	Position_____
Company_____	Company_____
Address_____	Address_____
_____	_____
_____	_____
Telephone (____) _____	Telephone (____) _____

Name_____

Position_____

Company_____

Address_____

Telephone (____) _____

Authorization

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be ground for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document from upon hire.

Signature of applicant _____ Date: _____