

# EMPLOYMENT APPLICATION

We are an equal opportunity employer and do not discriminate in hiring or terms and conditions of employment on the basis of race, color, sex, religion, age, national origin, marital status, sexual orientation, or physical or mental handicap or disability

## PERSONAL INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First MI

Present Address: \_\_\_\_\_  
Street (apt #) City State ZIP

Phone Number: \_\_\_\_\_

If you are under 18 years old, can you furnish a work permit? \_\_\_\_\_  Yes  No

Are you legally eligible for employment in the U.S.? \_\_\_\_\_  Yes  No  
 (Proof of U.S. Citizenship or immigration status will be required upon employment)

Have you ever pleaded guilty to or been convicted of a misdemeanor or felony? \_\_\_\_\_  Yes  No  
 If yes, provide further information as to the offense(s), date, location of court, and so forth. If the job you are applying for requires you to operate a motor vehicle, include traffic convictions. \_\_\_\_\_

(The Madison Concourse Hotel will consider your record only as it may substantially relate to the job for which you are applying.)

Have you ever been employed here before? \_\_\_\_\_  Yes  No

If yes, state position and dates of employment: \_\_\_\_\_

## EMPLOYMENT DESIRED

Position applying for: \_\_\_\_\_

Type of employment desired:  Full Time  Part Time Pay expected: \_\_\_\_\_

When would you be able to start work? \_\_\_\_\_

Source of Referral:  Newspaper  Personal  Other \_\_\_\_\_

Availability: (Please mark the hours you are available to work)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6 am							
8 am							
10 am							
Noon							
2 pm							
4 pm							
6 pm							
8 pm							
10 pm							
Midnight							

# EDUCATION

School	Name & Location	Course of Study	No. Years Completed	Did you Graduate?	Degree or Diploma
High School					
Trade/Technical School					
College					
Other					

# EMPLOYMENT HISTORY

EMPLOYER 1	
Company	Phone Number
Address	Dates of Employment From: ___/___ To: ___/___
Supervisor	Pay rate: Start:                      Finish:
Position/Duties	Reason for Leaving:
EMPLOYER 2	
Company	Phone Number
Address	Dates of Employment From: ___/___ To: ___/___
Supervisor	Pay rate: Start:                      Finish:
Position/Duties	Reason for Leaving:
EMPLOYER 3	
Company	Phone Number
Address	Dates of Employment From: ___/___ To: ___/___
Supervisor	Pay rate: Start:                      Finish:
Position/Duties	Reason for Leaving:
EMPLOYER 4	
Company	Phone Number
Address	Dates of Employment From: ___/___ To: ___/___
Supervisor	Pay rate: Start:                      Finish:
Position/Duties	Reason for Leaving:

# SIGNATURE

The information provided in this Employment Application is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I authorize full investigation of all statements contained herein and other information which may have a possible bearing on my employment including allowing you to contact all companies, schools, and persons to get information regarding my employment, character and qualifications. I release all parties from any and all liability for any damage that may result from furnishing such information. I understand the acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

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