

**Application for Employment**

CHi does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, height, weight, familial status, marital status, disability, or any other characteristic protected by law.

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Job/Position Applied For \_\_\_\_\_ Today's Date \_\_\_\_\_

Are you seeking: Full-time( ) Part-time( ) Temporary( ) employment? When could you start work? \_\_\_\_\_

\_\_\_\_\_  
 Last Name First Name Middle Initial (\_\_\_\_\_) Telephone Number

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

Are you 18 years of age or older? Yes ( ) No ( ) (If you are hired, you may be required to submit proof of age.)

Social Security Number \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ If hired, can you prove you are eligible to work in the U.S.? Yes ( ) No ( )

Were you referred by a current CityFlatsHotel employee? Yes( ) No ( ) If yes, who? \_\_\_\_\_

Have you ever applied at CityFlatsHotel before? Yes ( ) No ( ) If yes, when? \_\_\_\_\_

Have you ever been employed at CityFlatsHotel? Yes ( ) No ( ) If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? Yes ( ) No ( ) If yes, please explain \_\_\_\_\_

(A "Yes" answer does not automatically disqualify you from employment, since the nature of the offense, date, and the job for which you are applying will also be considered.)

Are you now, or do you expect to be, engaged in any other business or employment? Yes ( ) No ( )  
 If yes, please explain \_\_\_\_\_

For Driving Jobs **Only:** Do you have a valid driver's license? Yes ( ) No ( ) Class of License \_\_\_\_\_

Have you had your driver's license suspended or revoked in the past three years? Yes ( ) No ( )  
 If yes, give details \_\_\_\_\_

Education: List name and location of schools.

High School \_\_\_\_\_ Received Diploma? Yes ( ) No ( ) Number of years completed? \_\_\_\_\_

College \_\_\_\_\_ Received Degree? Yes ( ) No ( ) Number of years completed? \_\_\_\_\_

Vocational \_\_\_\_\_ Received Certificate? Yes ( ) No ( ) Number of years completed? \_\_\_\_\_

What skills or additional training do you have that are related to the job for which you are applying?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Availability Calendar (Please mark the days and times you are available to work)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. PLEASE GIVE MONTH AND YEAR FOR DATES. Use a separate sheet of paper if you need more room.

<b>Employer:</b>		<b>Job Title &amp; Duties:</b>
Address:		Dates of Employment: From _____ To _____
City, State, Zip:		Pay: Start \$ _____ Final \$ _____
Supervisor:	Phone #:	Reason for Leaving:
<b>Employer:</b>		<b>Job Title &amp; Duties:</b>
Address:		Dates of Employment: From _____ To _____
City, State, Zip:		Pay: Start \$ _____ Final \$ _____
Supervisor:	Phone #:	Reason for Leaving:
<b>Employer:</b>		<b>Job Title &amp; Duties:</b>
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Supervisor:	Phone #:	Reason for Leaving:
<b>Employer:</b>		<b>Job Title &amp; Duties:</b>
Address:		Dates of Employment: From _____ To _____
City, State, Zip:		Pay: Start \$ _____ Final \$ _____
Supervisor:	Phone #:	Reason for Leaving:

Have you worked or attended school under any other name: Yes ( ) No ( ) List names \_\_\_\_\_  
 Are you presently employed? Yes ( ) No ( ) If yes, may we contact your present employer? Yes ( ) No ( )  
 Have you ever been fired from a job or asked to resign? Yes ( ) No ( ) If yes, please explain:

Give three (3) references other than relatives.

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I understand that the employer may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation. I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre and/or post employment drug screen as a condition of employment, if required. I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. I have read, understand, and by my signature consent to these statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 This application for employment will remain active for six months from date signed.