



Grand Heritage
HOTEL GROUP®

Employment Application
An Equal Employment Opportunity Employer

PLEASE PRINT

PERSONAL DATA

LAST NAME			FIRST			MIDDLE INITIAL					
CURRENT STREET ADDRESS (DO NOT LIST P.O. BOX)						Under the Immigration Reform and Control Act of 1986, employers are required to examine documentation which indicates that an individual is authorized to work in the USA. Are you legally authorized to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO					
CITY		STATE		ZIP		SOCIAL SECURITY NUMBER: _____					
TELEPHONE- AREA CODE & NUMBER/ALTERNATE () ()						E-MAIL ADDRESS: _____					
Are you legally authorized to work in the United States?						<input type="checkbox"/> YES <input type="checkbox"/> NO					
Are you 18 years of age or over?						<input type="checkbox"/> YES <input type="checkbox"/> NO					
Are you 21 years of age or over if applying for a position involving alcoholic beverages?						<input type="checkbox"/> YES <input type="checkbox"/> NO					

EMPLOYMENT

POSITION(S) APPLIED FOR: _____ DATE OF APPLICATION _____

The following conditions may be required at some point in a job assignment. If required, would you be willing to work:

- A. Shift Work? YES NO B. Rotational work schedule? YES NO
 C. A schedule other than Monday thru Friday? YES NO D. Overtime work? YES NO

Please indicate your availability below:

(If you have open availability, please indicate open; if you have limited hours of availability, please indicate hours available; if you are not available at all on a certain day, please indicate N/A)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Have you reviewed the essential functions of the job(s) for which you are applying? YES NO

If you believe you will need an accommodation to be able to perform the job, please feel free to discuss that at the time of your interview.

(We will consider all reasonable accommodations that may be necessary for eligible applicants/employees to perform the essential functions of their jobs.)

Have you ever been employed by Grand Heritage Hotel Group? YES NO
If yes, please give dates: _____ Position(s): _____

How were you referred to our Company? _____

Do you have a relative or spouse currently employed at the Grand Heritage Hotel Group? YES NO
If so, please provide their name _____

(This information is being requested solely with respect to Grand Heritage Hotel Group policy regarding work assignment of employees who are related. For example, for business reasons of supervision, safety, security or morale, Grand Heritage Hotel Group may refuse to place one spouse under the direct supervision of the other spouse.)

EDUCATION AND TRAINING

Type of School	Name and Address of School	Years Completed				Graduated		Type of Degree or Certificate	Major/Minor Field of Study
		1	2	3	4	YES	NO		
High School									
College or University									
Technical or Trade School									
Other									

Languages: 1. _____ READ WRITE SPEAK
(List fluent only) 2. _____ READ WRITE SPEAK

Relevant skills acquired during U.S. military service (if any): _____

If you are applying for a position where driving is a requirement of the job, please answer the following questions:

Do you have the full use of an automobile? YES NO

Do you have a valid driver's license? YES NO License # _____ Issuing State _____
Exp. Date _____

Are you able to drive: automatic stick shift (standard)

Within the past three years: How many moving violations have you had? _____ How many traffic accidents have you had? _____

SECURITY DATA

CRIMINAL HISTORY (A CONVICTION MAY BE RELEVANT IF JOB-RELATED BUT DOES NOT NECESSARILY BAR YOU FROM EMPLOYMENT)

Within the past 7 years, have you been convicted of a crime, including either a felony or a misdemeanor? A "conviction" includes a plea, verdict or finding of guilt regardless of whether sentence was imposed by the court. [You must not list (1) convictions related to marijuana more than two years ago (other than convictions of transporting or giving away more than one ounce of marijuana), (2) convictions which have been judicially sealed, expunged or statutorily eradicated, (3) misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, and (4) any information concerning a referral to, and participation in, any pretrial or post-trial diversion program.] (A "yes" response will not necessarily disqualify you from the position for which you have applied, depending on such factors as type of offense and relevance to the job, seriousness and nature of the offense, and your age at the time.)

YES NO

If yes, state location, date and description:

Are you currently out on bail or on your own recognizance pending trial for any crime, including either a felony or a misdemeanor? (A "yes" response will not necessarily disqualify you from consideration for employment.) YES NO

If yes, please explain:

EMPLOYMENT INFORMATION

Please list your job history for the past 10 years (or last 5 employers). (A resume may not be submitted in place of this Employment Application.) Start with your most recent or present employer. Include self-employment, seasonal/part-time jobs, and cooperative education assignments. Explain periods of non-employment below. (Add extra sheets if needed.)

Employer Name and Address	Dates Employed Month/Year	Base Rate of Pay	Position Title and Description of Duties	Reason for Leaving
	FROM	START \$	Position:	
	TO	FINAL \$	Duties:	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
TELEPHONE ()	SUPERVISOR:			
Employer Name and Address	Dates Employed Month/Year	Base Rate of Pay	Position Title and Description of Duties	Reason for Leaving
	FROM	START \$	Position:	
	TO	FINAL \$	Duties:	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
TELEPHONE ()	SUPERVISOR:			
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	FROM	START \$	Position:	
	TO	FINAL \$	Duties:	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
TELEPHONE ()	SUPERVISOR:			

Please explain periods of non-employment _____

PERSONAL AND PROFESSIONAL REFERENCES

Name	Phone Number	Title/Relationship	How Long Known?

EMERGENCY CONTACT

Name	Phone Numbers	Address

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

- All applicants and employees have equal employment opportunities with the Grand Heritage Hotel Group regardless of race, religion (including religious dress and grooming practices), color, sex (including breastfeeding), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, medical condition, disability, genetic characteristics or any other category protected by applicable federal, state, or local laws. Employment shall be based solely on The Grand Heritage Hotel Group's needs and the individual's qualifications.
- I certify that I have completed this application and the statements I have made in this application are true and complete. I authorize investigation of all statements contained in this application which The Grand Heritage Hotel Group may deem relevant to my employment and authorize my previous employers or other persons having information concerning my records or me to report such information to The Grand Heritage Hotel Group. I hereby release The Grand Heritage Hotel Group, my former employer or other persons who may provide information from any liability as a result of providing such information.
- I understand and agree that if it is subsequently discovered that any information on this application is untrue or that I have failed to disclose a material fact, any offer of employment made to me by The Grand Heritage Hotel Group may be immediately withdrawn or if I am already employed by The Grand Heritage Hotel Group, I may be subject to immediate dismissal at The Grand Heritage Hotel Group's option. In such event, the withdrawal of any offer of employment made to me or the termination of employment shall be without any obligation or liability to me by The Grand Heritage Hotel Group, other than for wages at the rate agreed upon for work I have actually performed for The Grand Heritage Hotel Group.
- If I become employed, I understand that I must comply with the rules, regulations, policies and procedures of The Grand Heritage Hotel Group. I am aware of and understand the physical requirements of the job and certify that I am able to perform these requirements in a safe manner, with or without accommodation.
- In accordance with the Immigration and Control Act of 1986, the Grand Heritage Hotel will only hire persons lawfully authorized to work in the United States. I understand that I will be required to complete the designated employment eligibility verification I-9 Form as a condition of employment.
- I understand that I may be required to undergo drug testing, pre-employment medical examination and/or a background check and that my employment is contingent upon these results. I will be advised if this is required and complete the necessary authorizations.
- Business needs may at times make the following conditions mandatory: overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these varying hours and/or schedules as conditions of employment.
- This Employment Application is current for only 30 days. At the conclusion of this time, if I have not heard from The Grand Heritage Hotel Group and still wish to be considered for employment, it will be necessary to fill out a new application.
- I understand and agree that if I am employed as a result of this application, my employment will be for an unspecified term on an at-will basis, which I understand means that my employment may be terminated by The Grand Heritage Hotel Group or me at any time, with or without cause or notice. At-will employment may only be modified by an individualized written employment contract signed by both the Corporate Director of Human Resources of The Grand Heritage Hotel Group and me.

SIGNATURE OF APPLICANT

DATE

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