

# APPLICATION FOR EMPLOYMENT



GENERAL HOTELS CORPORATION

## PERSONAL

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
*Last First Middle*

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

If under 18 years of age, please list date of birth \_\_\_\_\_

*Note: Applicant must be a United States citizen or otherwise authorized to work in the United States. Proof of employment status will be required as a condition of employment.*

## EMPLOYMENT DESIRED

Position(s) sought (1) \_\_\_\_\_ (2) \_\_\_\_\_

Hotel location(s) sought: \_\_\_\_\_

With reference to the position(s) you are seeking, are there any job-related functions which you are unwilling or unable to perform?  Yes  No

If yes, please explain: \_\_\_\_\_

*If necessary, please ask for more job duty information, to answer this question.*

List days and/or hours you are available to work: \_\_\_\_\_  
*Days Hours*

What date could you begin? \_\_\_\_\_

Will you accept part time work?  Yes  No

Will you accept temporary work?  Yes  No



## EDUCATION

*NOTE: The position you are applying for may not have an educational requirement.*

School	Name/Location	# Yrs. Attended	Graduated?	Course/Degree
High School				
College				
Grad. School				
Other				

## EMPLOYMENT

*Provide names and addresses of previous employers starting with present or most recent employer and working back.*

Name/Location	Date From/To	Duties	Pay Rate Start/Final	Reason For Leaving
Telephone: Supervisor's Name/Title:				
Telephone: Supervisor's Name/Title:				
Telephone: Supervisor's Name/Title:				

## GENERAL INFORMATION

Have you ever been convicted of a misdemeanor (*other than minor traffic violation*) or a felony?

Yes  No

If yes, please explain fully. Include type of offense, date and location: \_\_\_\_\_

*Note: A criminal record does not constitute an automatic bar to employment.*

Have you ever applied for a position or been employed by General Hotels Corporation or a General Hotels Corporation property?  Yes  No

If yes, please state when and which property: \_\_\_\_\_

Name and relationship of relatives employed by General Hotels Corporation or a General Hotels Corporation property: \_\_\_\_\_

List other skills, qualifications or experiences which you believe may be relevant to the job for which you are applying: \_\_\_\_\_

List any other facts you feel might be important in considering your application for employment: \_\_\_\_\_

Are you fluent in any foreign languages?  Yes  No

If yes, please list: \_\_\_\_\_

## REFERENCES

1. Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_

2. Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_

3. Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_

May we contact your present employer?  Yes  No

May we contact your previous employer(s)?  Yes  No

Are you on a layoff or subject to recall?  Yes  No

Describe how you happened to apply for employment here: \_\_\_\_\_

### **We Are An Equal Opportunity Employer**

All qualified applicants will receive equal consideration (*as required by applicable federal and state laws*) without regard to race, age, color, religion, sex, sexual orientation, national origin or disability.

# APPLICANT'S STATEMENT AND AGREEMENT

*Read carefully before signing this Application for Employment.*

1. I understand that receipt of this application does not imply that I will be employed nor does it indicate there are positions available.
2. I understand that unless acted upon, this application will become inactive after 90 days.
3. I understand that any offer of employment may be contingent upon my passing a drug screening procedure and furnishing the results of a police record-background check.
4. I grant permission to investigate any of the information included in this application as well as general information concerning my character, general reputation, and personal characteristics. I agree to cooperate in such investigation and release from all liability or responsibility all persons, organizations, companies and corporations collection and supplying such information.
5. I understand that if I am hired, my employment will be at-will and may be terminated with or without cause or with or without notice at any time. I further understand that if I am hired, my job will include any duties and tasks requested or directed by management, regardless of my job title.
6. I certify the information included in this application is correct and understand that misrepresentation may result in rejection of this application or dismissal from employment.

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Applicant Signature

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Date



*General Hotels Corporation is dedicated to the highest level of guest service delivered with warmth and friendliness to all guests and associates that come through our doors. Integrity and respect will be our guiding principles in all of our actions.*

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**Indianapolis, IN** • Crowne Plaza Hotel Downtown at Historic Union Station • Holiday Inn Express South  
Crowne Plaza Indianapolis Airport • Caribbean Cove Hotel & Water Park • Homewood Suites by Hilton at the Crossing  
**Kokomo, IN** • Courtyard by Marriott • **Lafayette, IN** • Hampton Inn • Homewood Suites by Hilton  
**Terre Haute, IN** • Holiday Inn • SpringHill Suites by Marriott

