



# Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

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

\_\_\_\_\_  
Street City State Zip code

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Date of application: \_\_\_\_\_ Date available for work: \_\_\_\_\_

Are you legally eligible for employment in this country?  Yes  No

Have you ever submitted an application here before?  Yes  No

If yes, give date(s) and position(s): \_\_\_\_\_

Have you previously been employed at a Waterford Hotel Group managed property?  Yes  No

If yes, give dates: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Location: \_\_\_\_\_

Have you ever pleaded "guilty" or "no contest" to, or been convicted of, a crime?  Yes  No

Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

You are not required to furnish information about:

- a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace,
- An arrest, detention, or disposition where there was no conviction,
- A misdemeanor conviction where the date of such conviction or the completion for any incarceration resulting from such conviction, whichever was later, was five or more years prior to the date of this application and you have not been convicted of any offense in the past five years. If you have been so convicted, you must report all convictions that occurred before and during the five-year period, or
- a "sealed record" (see back of application for more information on "sealed records").

If yes, please provide date(s) and details: \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes  No  Need more information about the job's "essential functions" to respond.

Driver's license number required if driving may be required in the job for which you are applying:

Number: \_\_\_\_\_ State: \_\_\_\_\_

## Employment History

Starting with your most recent employer, provide the following information. You may include any verified work performed on a volunteer basis.

Employer	Telephone # (       )	Dates Employed:	Month / Year /	to	Month/Year /
Street Address	City	State	Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$                  Per		
Starting job title / Final job title		Commission/Bonus/Other Compensation: \$			
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Compensation (Ending) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$                  Per		
Why did you leave?		Commission/Bonus/Other Compensation: \$			

Summarize the type of work performed and job responsibilities:

Employer	Telephone # (       )	Dates Employed:	Month / Year /	to	Month/Year /
Street Address	City	State	Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$                  Per		
Starting job title / Final job title		Commission/Bonus/Other Compensation: \$			
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Compensation (Ending) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$                  Per		
Why did you leave?		Commission/Bonus/Other Compensation: \$			

Summarize the type of work performed and job responsibilities:

Employer	Telephone # (       )	Dates Employed:	Month / Year /	to	Month/Year /
Street Address	City	State	Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$                  Per		
Starting job title / Final job title		Commission/Bonus/Other Compensation: \$			
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Compensation (Ending) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$                  Per		
Why did you leave?		Commission/Bonus/Other Compensation: \$			

Summarize the type of work performed and job responsibilities:

**Employment History (continued)**

Employer	Telephone # ( )	Dates Employed: Month / Year to Month/Year /
Street Address	City State	Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ Per
Starting job title / Final job title	Commission/Bonus/Other Compensation: \$	
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Compensation (Ending) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ Per
Why did you leave?	Commission/Bonus/Other Compensation: \$	

Summarize the type of work performed and job responsibilities:

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Explain any gaps in your employment, other than those due to personal illness, injury or disability:

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If not addressed previously, have you ever been fired or asked to resign from a job?  Yes  No

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

**Educational Background**

School (include City and State)	Years Completed	Degree Earned	Major/Minor

**Skills and Qualifications**

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

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**Computer Skills** (Check appropriate boxes. Include software titles and years of experience.)

Word Processing \_\_\_\_\_ Years: \_\_\_\_\_  Internet \_\_\_\_\_ Years: \_\_\_\_\_  
 Spreadsheet \_\_\_\_\_ Years: \_\_\_\_\_  E-mail \_\_\_\_\_ Years: \_\_\_\_\_  
 Presentation \_\_\_\_\_ Years: \_\_\_\_\_  Other \_\_\_\_\_ Years: \_\_\_\_\_

**References**

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to You	Telephone	# Years Known
			( )	
			( )	
			( )	

## APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

### FOR POSITIONS IN MASSACHUSETTS:

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

**Sealed Records:** Disclosure of information relating to such records.

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances, or convictions. An applicant for employment with a sealed record on file with the Commissioner of Probate may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "no record" with respect to an inquiry relative to prior arrests, court appearances, and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

### FOR POSITIONS IN CONNECTICUT:

#### Persons Whose Criminal Records Have Been Erased:

The applicant is not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-14b, 54-76o or 54-142a. Criminal records are subject to erasure pursuant to section 46b-146, 54-76o or 54-142a are records pertaining to a finding of delinquent or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon. Any person whose criminal records have been erased pursuant to section 46b-14b, 54-76o or 54-142a shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

### FOR ALL POSITIONS:

**This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

**I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration of employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.**

## DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all the terms of the foregoing Applicant Statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date