



# Employment Application

**We Are An Equal Opportunity Employer**

\_\_\_\_\_  
 Last Name                                      First Name                                      Middle                                      Date

Present Address

\_\_\_\_\_  
 No. & Street                                      City                                      State                                      Zip

Permanent Address (if different from present address)

\_\_\_\_\_  
 No. & Street                                      City                                      State                                      Zip

(\_\_\_\_\_)                                      (\_\_\_\_\_)                                      \_\_\_\_\_  
 Home Phone                                      Alternative Phone

**Employment Desired**

Position: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Are you applying for:

**Full-time**     **Part-time**     or    **Temporary work**     Date available to start: \_\_\_\_\_

If applying for temporary work, during what period of time will you be available? From: \_\_\_\_\_ To: \_\_\_\_\_

Are you available for work on weekends? .....  Yes  No

Would you be available to work overtime, if necessary? .....  Yes  No

What days and hours are you available for work?                      Check box if availability is open

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
FROM:							
TO:							

**Education, Training, and Experience**

School	Name and Address	No. of years Completed	Did you Graduate?	Degree or Diploma
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**High School**    \_\_\_\_\_    \_\_\_\_\_     Yes  No    \_\_\_\_\_  
 Name

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
 Address                                      City                                      State                                      Zip

**College/ University**    \_\_\_\_\_    \_\_\_\_\_     Yes  No    \_\_\_\_\_  
 Name

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
 Address                                      City                                      State                                      Zip

## Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

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Name of Employer \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Telephone No.

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Type of Business \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

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Address & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Starting \_\_\_\_\_ Ending \_\_\_\_\_

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Your Position and Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference? .....  Yes  No

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Name of Employer \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Telephone No.

---

Type of Business \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

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Address & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Starting \_\_\_\_\_ Ending \_\_\_\_\_

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Your Position and Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference? .....  Yes  No

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Name of Employer \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Telephone No.

---

Type of Business \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

---

Address & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Starting \_\_\_\_\_ Ending \_\_\_\_\_

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Your Position and Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference? .....  Yes  No

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## Personal Information

Have you ever applied to or worked for Airtel Plaza Hotel before?  Yes  No If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for Airtel Plaza Hotel?  Yes  No

If yes, state name(s) and relationship:

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

If hired, would you have a reliable means of transportation to and from work? ..  Yes  No

**If under 18 years of age, can you after an offer of employment submit a work permit?**  Yes  No

If hired, can you present evidence of your legal right to work in this country? ...  Yes  No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? .....  Yes  No

If no, describe the functions that cannot be performed.

\_\_\_\_\_  
\_\_\_\_\_

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a crime (felony or misdemeanor) OTHER THAN (1) a marijuana-related conviction that occurred more than two years ago; and (2) an offense for which you were referred to, and participated in, any pre-trial or post-trial diversion program?..... Yes  No

If yes, state the nature of the crime(s), when and where convicted, and disposition of the case.

\_\_\_\_\_  
\_\_\_\_\_

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

## References

List below persons not related to you who have knowledge of your work performance within the last three years.

\_\_\_\_\_  
First Name Last Name Telephone No.

\_\_\_\_\_  
Occupation Years Acquainted

\_\_\_\_\_  
First Name Last Name Telephone No.

\_\_\_\_\_  
Occupation Years Acquainted

\_\_\_\_\_  
First Name Last Name Telephone No.

\_\_\_\_\_  
Occupation Years Acquainted

**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_  
Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_  
Initials

I hereby authorize Airtel Plaza Hotel. to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_  
Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

\_\_\_\_\_  
Initials

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature