



**Important Information to Know Before Filling
Out an Application for Employment with
The Inn at Christmas Place**

1. WE HIRE SMILING FACES! Scrooges need not apply!!!
2. During the interview process, we will describe the position and its requirements (including physical requirements) and ask that you carefully consider your ability to fulfill the needs.
3. All areas of the application must be filled out completely and accurately. Please fill in the required information directly on the application and do not indicate, “see resume”.
4. If you are offered a position with The Inn at Christmas Place be aware that we may verify all of the information that you have written on the application, as well as your resume if included. If there is a discrepancy in your information, the job offer may be withdrawn. It is important to be sure that what you have written is correct.
5. If you have any questions about completing the application, it is important to please ask The Inn at Christmas Place representative who has been assisting you.

Thank you for your cooperation.

Applicant Acknowledgement

My signature below indicates that I have read and understand the importance of supplying accurate information on the application. I am also aware of the possibility of an offer of employment being withdrawn if any of the information is not correct.

Signature of Applicant

Date

The Inn at Christmas Place

WE HIRE SMILING FACES! Scrooges need not apply!!!!

The position will be explained to you as well as the requirements of the job. Listed below are a few questions that will be covered during the interview process. Please take a few minutes to give a brief answer to each question.

- Do you have reliable transportation to get to and from work?
- Are there any personal commitments that would restrict you from working a flexible schedule?
- What hours can't and/or won't you work?
- Have you ever worked with the general public?
- What interests you about the position you are applying for, and what leads you to believe that you would be good at it?
- Are you willing to be cross-trained among several departments and are you willing to be an open-minded team player?
- A customer walks into your area...what do you do?

The Inn at Christmas Place Application for Employment

Thank you for considering The Inn at Christmas Place in your job search. The Inn at Christmas Place is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, marital status, military service or any state protected classifications. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

CONFIDENTIAL

Please complete by printing in dark ink, complete all questions and sign your initials and name on the last page where indicated.

_____ Date

PERSONAL INFORMATION

| LAST NAME | FIRST NAME | MIDDLE INITIAL |
|------------------------|----------------------|----------------|
| | | |
| STREET ADDRESS | CITY AND STATE | ZIP CODE |
| | | |
| HOME PHONE NUMBER | CELL PHONE NUMBER | DATE AVAILABLE |
| | | |
| SOCIAL SECURITY NUMBER | POSITION APPLIED FOR | SALARY DESIRED |
| | | |

| LEVEL & TYPE OF EDUCATION | SCHOOL NAME | CITY AND STATE | LAST YEAR COMPLETED | |
|---------------------------|-------------|----------------|---------------------|-------------------------------|
| HIGH SCHOOL | | | _9 _10 _11 _12 | GRADUATED? __ YES __ NO |
| COLLEGE OR UNIVERSITY | | | | DEGREE |
| OTHER SCHOOLS | | | | CERTIFICATE OR LICENSE |

| SPECIAL SKILLS |
|------------------------|
| Software Applications: |
| Other Skills: |

EMPLOYMENT RECORD

Please list your most recent jobs first. Include military service as part of your employment record. If you have a resume, please attach it to this form.

| | |
|--------------------|------------------------------------|
| Employer | Address |
| | |
| Telephone Number | Supervisor's Name |
| | |
| Job Title | Dates of Employment (month & year) |
| | From: To: |
| Starting Salary | Ending Salary |
| | |
| Reason for Leaving | Essential Job Duties |
| | |

| | |
|--------------------|------------------------------------|
| Employer | Address |
| | |
| Telephone Number | Supervisor's Name |
| | |
| Job Title | Dates of Employment (month & year) |
| | From: To: |
| Starting Salary | Ending Salary |
| | |
| Reason for Leaving | Essential Job Duties |
| | |

| | |
|--------------------|------------------------------------|
| Employer | Address |
| | |
| Telephone Number | Supervisor's Name |
| | |
| Job Title | Dates of Employment (month & year) |
| | From: To: |
| Starting Salary | Ending Salary |
| | |
| Reason for Leaving | Essential Job Duties |
| | |

GENERAL INFORMATION

| | |
|---|----------------------------------|
| May we contact your present employer? May we contact your previous employers? | ___ yes ___ no ___ yes ___ no |
| Do you have the legal right to work in the United States? (If hired, you will be required to provide identification to prove eligibility for employment) | ___ yes ___ no |
| Have you been employed or attended school using any other name? If yes, please indicate names previously used: | ___ yes ___ no |
| Have you ever been convicted, pled guilty or no contest or forfeited bond or bail for any crime other than traffic violations? If yes, please explain: (Conviction of a crime is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence and the nature of the job for which you have applied will be considered.) | ___ yes ___ no |
| Are you able to perform the primary duties of the job as outlined in the newspaper advertisement, announcement, posting, job line, job description, with or without reasonable accommodation? If no, please explain: | ___ yes ___ no |

ADDITIONAL INFORMATION:

Please use the space provided to list any additional employers, periods of time not worked, or any other information that you believe we should know in considering your application for employment.

Please read carefully; initial each paragraph and sign below:

_____ I understand that if I am hired, the position is for seasonal only.
Initial

_____ I understand that if I am hired I am required to supply The Inn at Christmas Place Human
Initial Resource Dept. two forms of ID as required by the I9 form before employment can begin.

_____ I certify that I have answered all questions truthfully and have not withheld any information
Initial relative to my application. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions of the application information, attachments and supporting documents generally will result in denial of employment or immediate termination, if discovered after hire.

_____ I authorize The Inn at Christmas Place to thoroughly investigate my work record, education and
Initial other matters related to my suitability for employment. In addition, I release The Inn at Christmas Place, 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.

_____ I authorize The Inn at Christmas Place to investigate whether I have a criminal record of
Initial convictions, and, if so, the nature of such convictions and all the surrounding circumstances of the conviction. The Inn at Christmas Place has advised me that any criminal background check will focus on convictions, and, that a criminal record will not necessarily disqualify me from employment.

_____ If hired, I recognize the rules and policies of The Inn at Christmas Place. I understand that my
Initial employment and compensation can be terminated at any time, with or without cause, and with or without notice, at the option of The Inn at Christmas Place or myself. I understand that the representatives of The Inn at Christmas Place are the only people who will ever have the authority to create any other terms of employment and/or to enter into any employment contract and that all such contracts must be in writing and signed by both parties. However, I also understand that unless otherwise stated in an employment contract, the company may change, withdraw and interrupt other policies (including wages, hours and working conditions) as it deems appropriate.

_____ I understand and acknowledge that I may be required to submit to a physical examination,
Initial including a drug test. Additionally, I hereby authorize the release of the results of such an examination to The Inn at Christmas Place for their use in evaluating my suitability for employment. Further, I release the examining facility and The Inn at Christmas Place from any and all liability, and from any damage that may result from the release of such information.

Date

Signature

Interview Comments

Employee Name: _____

Date: _____ **Interviewed By:** _____

Neatness: _____ **Ability:** _____

Hired: _____ **Department:** _____ **Position:** _____

Full Time: _____ **Part Time:** _____

Start Date: _____ **Wage:** _____

Approved By: _____ _____