



## APPLICATION FOR EMPLOYMENT (for all U.S. states except Massachusetts)

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected status.

(PLEASE PRINT)

Name (Last, First, Middle Initial)		Social Security No.		
Address				
Number	Street	City	State	Zip Code
Telephone (Please list daytime and evening numbers):				
_____ (daytime)		_____ (evening)		_____ (cell)

Position for which you are applying: \_\_\_\_\_

**Are you capable of performing, with or without a reasonable accommodation, the essential functions of the job for which you have applied?**

(DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING)  Yes  No

**If no, please explain.** (If you have any questions as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question)

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

When would you be available to begin employment? \_\_\_\_\_

Are you legally eligible to be employed in the United States?  Yes  No

(Proof of identity and eligibility will be required upon employment)

Are you at least 18 years of age?  Yes  No (If no, you may be required to provide authorization to work)

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**Have you ever been convicted of a felony or a misdemeanor that resulted in imprisonment within the last seven years?**  Yes  No If yes, please explain: (A conviction will not necessarily result in the denial of employment)

**Have you ever worked for True North Hotel Group before?**  Yes  No **If yes, when?** \_\_\_\_\_

**Property:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Do you have any relatives or friends who work for True North?**  Yes  No **If yes, please state his/her name and property:**

**Are you available to work**  DAYS  NIGHTS  WEEKENDS  FULL TIME  PART-TIME  OVERTIME

**AVAILABILITY:** (If employed, I will notify my supervisor in writing should my availability change)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:						
To:						

**Are you presently employed?**  Yes  No **May we contact your present employer?**  Yes  No

**If presently employed, why are you considering leaving?**

**Do you belong to any professional, trade, business or civic organizations that deal with the position for which you are applying?**  Yes  No

**If yes, please list organization(s) and office(s) held:** (Omit any organization which reflects your race, color, religion, age, sex, sexual orientation, marital status, disabilities or other protected classes)

**EDUCATION:**

	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NUMBER OF YEARS COMPLETED	DIPLOMA OR DEGREE RECEIVED
HIGH SCHOOL				
COLLEGE				
VOCATIONAL OR TRADE SCHOOL				
GRADUATE WORK				

**Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying?**

Yes  No If yes, please describe:

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**EMPLOYMENT** (Start with your most recent position)

Name of Employer:	Telephone:
Address: (Street, City, State and Zip Code:	
Employment began:	Employment ended:
Beginning Rate of Pay	Final Rate of Pay
Describe Work Performed	

Name of Employer:	Telephone:
Address: (Street, City, State and Zip Code:	
Employment began:	Employment ended:
Beginning Rate of Pay	Final Rate of Pay
Describe Work Performed	

Name of Employer:	Telephone:
Address: (Street, City, State and Zip Code:	
Employment began:	Employment ended:
Beginning Rate of Pay	Final Rate of Pay
Describe Work Performed	

Name of Employer:	Telephone:
Address: (Street, City, State and Zip Code:	
Employment began:	Employment ended:
Beginning Rate of Pay	Final Rate of Pay
Describe Work Performed	

Please include an explanation of any gaps in employment:

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**PERSONAL REFERENCES** (Do not include family members or past supervisors if previously stated)

Name and Address	Telephone Contact Number	Occupation	Number of Years Known
1.			
2.			
3.			

**Applicant's Statement**

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I agree and understand that the Company may investigate my background and employment history to ascertain any and all information pertaining to my records, whether same is of record or not. I authorize the release of such information from previous employers and persons named herein and I release the Company and such entities or persons from all liability for any and all damages resulting from the obtaining, furnishing and release of such information.

Once a conditional offer of employment has been made, I agree to furnish any additional medical information and/or submit to a physical examination, as may be necessary in relation to the essential functions of the job for which I am applying, and any other job-related, pre-employment processing as may be required.

The Company has the right to search desks, lockers, handbags, briefcases or automobiles brought onto the Company's premises. Benefits, rules and policies of the Company may be changed, modified, eliminated or added at any time at the Company's sole discretion and without prior notice.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written documents or conduct, unless an authorized executive of this organization specifically acknowledges such change in writing. Further, I understand that nothing in this application process, written or otherwise, creates an implied or express contract of employment.

My signature certifies that I, the undersigned, completed this application and that all entries and information submitted are true and correct to the best of my knowledge. I understand that any misrepresentations, omissions, or false statements by me in this application, in any supplement thereto, or in any other corporate records, will be sufficient grounds for not employing me and/or may result in termination without notice at any time during my employment. I further acknowledge that I have read the entire contents of this Application for Employment and fully understand and agree to the same. I also understand that if I am hired, I will be required to abide by all rules and regulations of the Employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please complete and fax to: (913) 345-0770 or email to: [lrhodes@truenorthhotels.com](mailto:lrhodes@truenorthhotels.com)