



APPLICATION FOR EMPLOYMENT

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)

Address

Number

Street

City

State

Zip Code

Telephone (Please list daytime and evening numbers): _____ (daytime) _____ (evening) _____ (cell)

Email address: _____

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 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:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							

Are you presently employed? Yes No

May we contact your present employer? Yes No

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	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:

EMPLOYMENT (Start with your most recent position)

Name of Employer:	Telephone:
Address: (Street, City, State and Zip Code:	
Employment began:	Employment ended:
Reason for Leaving:	
Describe Work Performed	

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Employment began:	Employment ended:
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Please include an explanation of any gaps in employment:

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

Name and Address	Contact Information (Telephone and/or Email)	Occupation	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

New Employee Work Opportunity Tax Credit Instructions

1. Open the following link: <https://secure.efficientforms.com/EHX/Truenorthhotel/employeelogin.asp>
2. If you want to proceed in Spanish click on the “Español” language option on the bottom of the first page; otherwise, select **“Create New Account”** which will take you to the Self-Registration site.

WELCOME BACK! Please Login to complete the following tasks.

- Complete your Employee Onboarding
- Review & eSign Your New Hire Forms
- Upload any Required Attachments
- Submit a Change Request - to your personal information

Forgot your Password? Click Forgot Your Password to reset it!

English **Español** Privacy Policy

3. On the Self-Registration page: **(1) select the correct location from the drop down menu. (2) Enter your name and create your User ID, Password, and a 4-digit PIN. You may want to write down your user ID and password since you will need it again during this questionnaire. Select **“Continue.”****

My user ID: _____
My password: _____
My 4-digit pin: _____

4. Once the login page is back up, use the User ID and Password you just created to **login to the Employee Portal.**
5. Complete the information required (**Social Security number, date of birth**) – and then select **“Continue.”**
6. Complete the information required – **phone number, address** – and then select **“Continue.”**
7. Answer the Yes/No questions the best you can. If you’re unsure, ask a hotel associate for help or click the “Continue Questions Later” button to end the session and get more assistance later. You can log back into the website later using your ID and password you created above to complete answering the questions. If you complete the questions select **“Continue.”**

Here is a sample of the questions that you will be asked.

...are you a member of a family that has ever received Supplemental Nutritional Assistance Program (SNAP) (Food Stamps) and are at least age 18 but not age 40 or older? *(Required)*

Yes
 No

...are you a member of a family that has ever received Temporary Assistance for Needy Families (TANF) assistance? *(Required)*

Yes
 No

...did you receive Supplemental Security Income (SSI) benefits in the past 60 days? *(Required)*

Yes
 No

If you answered no to all of the questions, it will take you back to the original portal screen and there are no more actions required of you.

The screen will return to the opening portal page and you can exit the website. You are done.

8. If you answered yes to any of the questions, please continue to answer the additional questions the best you can. Select "Continue."

You will continue to a page which contains a list of documents that you should checkmark if you could provide any such documents either at the time you complete the questionnaire or at a later time if requested. After checking the boxes for documents you could provide click the "**Continue Questions**" button.

9. Select "**Continue**" until you are taken to the **eSign Request Forms: WOTC page**. This page will allow you to view the Tax Credit forms with the information you gave in the interview. Ignore the paragraph that asks you to email, fax or mail any documentation – it is not necessary.
10. **If all information is correct, enter your 4-digit PIN** and select "**Approve**." (If anything is **incorrect**, select "**Cancel**"). You will be taken back to the Employee Portal page. Select "**Finish Interview**" to go back and change any incorrect information.
11. After you approve the Tax Credit forms, you will be taken back to the **Employee Portal**. Under "**My Next Step**," your status should be "**No Action Required**."
12. Select "**Logout**" in the top left -hand corner of the page. See the manager for any additional new hire requirements.

Menu Profile Support Bulletins Logout

Task
WOTC

**Welcome to your
True North Hotel Group, Inc.
Employee Portal!**

Please complete all Onboarding Tasks:

1. Select **Finish Questions** to open a task and complete your electronic paperwork.
2. When your New Hire packet is complete, you will need to enter your PIN to eSign the Forms.
3. After your Forms have been eSigned, you may Logout to end your session.
4. Login any time to review your completed forms, upload any required attachments or submit a change to your personal information.