

APPLICATION FOR EMPLOYMENT

The Inn at Queen Anne and MarQueen Hotel are an equal opportunity employer. This company will make reasonable accommodation in the application process, if needed.

(PLEASE PRINT)

Each section and question must be fully and accurately answered. No action will be taken on an incomplete application.

Position(s) Applied For _____ Date of Application _____

How did you learn about us?

Advertisement Friend _____ Employment Agency Other _____

Last Name _____ First Name _____ Middle Initial _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number(s) _____

Best time to contact you at home is: _____:____am/pm

If you are under 18 years of age, can you provide required proof of your eligibility to work Yes No

Have you ever filed an application with us before? If Yes, give date _____ Yes No

Have you ever been employed with us before? If Yes, give date _____ Yes No

Are you currently employed?..... Yes No

May we contact your present employer? Yes No

Are you lawfully authorized to work in the United States? Yes No

Federal Law requires proof of identity and employment authorization for all new employees.

Have you ever been convicted of a felony or misdemeanor?..... Yes No

A "yes" response does not automatically disqualify you for employment

Date available for work _____ What is your desired salary range? _____

Are you available to work: Full Time
 Part Time (Please indicate: Mornings Afternoons Evenings)
 Temporary (Please indicate dates available _____ - _____)

Are you currently on "lay-off" status and subject to recall?

Can you travel if the job requires it?

EDUCATION

School	Name and Address of School	Course of Study	No. of Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

ADDITIONAL INFORMATION

Summarize special job-related skills and qualifications acquired from employment.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related skills and qualifications. Applicants should exclude information that discloses affiliation of a protected class.

Employer	Work Performed
Address	Dates Employed
Reason for Leaving	Hourly Rate/Salary (beginning/ending)
Supervisor/Telephone Numbers(s)	May we contact? ____ Yes ____ No

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PROFESSIONAL REFERENCES

Include Business/Professional Contacts. Do not include personal references (friends or family members).

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

This employment application is used to notify me that the nature and scope of an investigation, if one is conducted, could include such general identification information as residence verification, and, as applicable, information concerning my employment, education, general reputation, character, personal characteristics, and habits, and that such information may be developed through personal interviews with third parties such as family members, neighbors, friends, associates, former employers, financial sources, and custodians of official records. Only job-related information developed from such a report will be considered in evaluating my employment application or continued employment. I hereby authorize these persons, companies, organizations or corporations to answer all questions or release any information regarding the items listed in this paragraph. I hereby release them from any liability and hold them harmless from any claim for releasing any truthful information within their knowledge and/or records. I understand that neither this application nor any written personnel procedure manual or employee handbook is an express or implied contract of permanent employment. I further understand that my relationship with the Company is "at-will" and for an unspecified term and that the Company and I each have the right to terminate the employment relationship at any time, with or without reason or advance notice.

I authorize North Pacific Management to release to any person, firm, entity or organization with which I may seek employment in the future, any truthful information concerning my work experience with North Pacific Management. I hereby release and hold North Pacific Management harmless from any claim for releasing any truthful information within its knowledge and/or records.

I certify that the answers given by me to the foregoing questions and during any interviews are true and correct without consequential omissions, and understand that, if employed, omissions and/or false statements on this application or during any interviews may result in dismissal. This application for employment shall be considered active for a period of time not to exceed 45 days.

I have had an opportunity to have my questions about this statement's content and intent answered and understand its terms.

Signature of Applicant

Date