



The Atherton Hotel

A Keystone Hospitality Group Inc. Property

APPLICATION FOR EMPLOYMENT

PERSONAL

LAST NAME _____ FIRST _____ MIDDLE _____

STREET ADDRESS _____

CITY/STATE/ZIP _____

HOME PHONE _____ CELL PHONE _____

SOCIAL SECURITY NUMBER _____ TODAY'S DATE _____

HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH US?

Yes _____ No _____ If yes, Month and Year _____ Location _____

APART FROM ABSENCE FOR RELIGIOUS OBSERVANCE, ARE YOU ABLE TO WORK FULL TIME? Yes _____ No _____

Please check all shifts that you are available to work: Daytime(1st Shift) Evening(2nd Shift) Overnight(3rd Shift) Weekends

WILL YOU WORK OVERTIME IF ASKED? Yes _____ No _____ PAY EXPECTED? _____

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? _____

WHAT DEPARTMENTS AT THE ATHERTON HOTEL COULD USE YOUR SPECIFIC SKILLS?

<u>Department</u>	<u>Skill</u>	<u>Department</u>	<u>Skill</u>
<input type="checkbox"/> Reservations _____ & Front Desk/Guest Services		<input type="checkbox"/> Convention _____ Services & Setup	
<input type="checkbox"/> Maintenance _____		<input type="checkbox"/> Wait Service _____	
<input type="checkbox"/> Security _____		<input type="checkbox"/> Bartender _____	
<input type="checkbox"/> Housekeeping _____		<input type="checkbox"/> Kitchen/Cooking _____	
<input type="checkbox"/> Sales & Catering _____		<input type="checkbox"/> Kitchen/Dishwashing _____	

EDUCATION

<u>SCHOOL</u>	<u>NAME</u>	<u>LOCATION</u>	<u>COURSE</u> <u>OF STUDY</u>	<u>YEARS</u> <u>COMPLETED</u>	<u>GRAD-</u> <u>UATED?</u>
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Graduate _____

College _____
Business/
Trade/
Technical _____

High School _____

MILITARY: Did you serve in the US Armed Forces? Yes _____ No _____ What Branch? _____

MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS: (exclude those which may disclose your race, color, religion, or national origin) _____

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

1

Company Name	Telephone
Address	Employed (Mnth/Yr)
Name of Supervisor	From _____ To _____
Job Title and Description of Work	Weekly Pay _____
	Start _____ End _____
	Reason for Leaving _____

2

Company Name	Telephone
Address	Employed (Mnth/Yr)
Name of Supervisor	From _____ To _____
Job Title and Description of Work	Weekly Pay _____
	Start _____ End _____
	Reason for Leaving _____

3

Company Name	Telephone
Address	Employed (Mnth/Yr)
Name of Supervisor	From _____ To _____
Job Title and Description of Work	Weekly Pay _____
	Start _____ End _____
	Reason for Leaving _____

We may contact the employers listed above unless you indicate those you do not want us to contact

DO NOT CONTACT _____

REASON _____

SIGNATURE

The information provided in the Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If you decide to engage an investigative consumer reporting agency to report on my credit and history, I authorize you to do so. If a report is obtained you must provide at my request the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

SIGNATURE _____ DATE _____