



## APPLICATION FOR EMPLOYMENT

We appreciate your interest in Garden Court Hotel as a potential employer. Please complete all sections in ink or type, even if you attach a resume. You may indicate "not applicable" where needed.

**PERSONAL DATA**

Full Name	Personal E-mail
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Address (Street & No., Apt., City, State, Zip):

Mailing/Permanent Address, if different from above (No., Street, Apt., City, State, Zip Code)

Daytime Phone	Evening Phone or Cell
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Garden Court Hotel provides equal employment opportunity for all applicants and colleagues. Employment decisions are based on qualifications, abilities and work performance. We do not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin, ancestry, age, physical or mental disability, medical condition, genetic information, new parent status, veteran status, marital status, sexual orientation, gender identity, or on any other basis protected by state or federal laws. When necessary, we also make reasonable accommodations for disabled colleagues and for pregnant colleagues who request accommodations, with the advice of their health care providers, for pregnancy, childbirth, or related medical conditions.

Employment decisions will comply with all applicable laws prohibiting discrimination in employment, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans With Disabilities Act of 1990, the Immigration and Nationality Act, and any applicable state laws.

**WORK INFORMATION**

Position(s) Desired 1. _____ 2. _____	Date Available for Work	Expected Salary or Hourly Wage
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Please indicate types of employment desired.	<i>Please check only one →</i>	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>			
	<i>Please check only one →</i>	<input type="checkbox"/> Regular	<input type="checkbox"/> Limited Term From: _____ To: _____	<input type="checkbox"/> Summer	<input type="checkbox"/> Other:	
Check all the times you are available to work? →	<input type="checkbox"/> Morning/Afternoon <input type="checkbox"/> Afternoon/Evenings <input type="checkbox"/> Evenings/Late Night <input type="checkbox"/> Late Night/Early Morning					
Check all the times you prefer to work? →	<input type="checkbox"/> Morning/Afternoon <input type="checkbox"/> Afternoon/Evenings <input type="checkbox"/> Evenings/Late Night <input type="checkbox"/> Late Night/Early Morning					
Can you work overtime as needed? →	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, with these restrictions: _____					
Can you work weekends? →	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Only Saturdays <input type="checkbox"/> Only Sundays					

*Garden Court Hotel*  
 520 Cowper Street • Palo Alto, CA 94301  
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If required, can you work holidays or rotating shifts? →	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Only holidays <input type="checkbox"/> Only rotating shifts
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Have you ever worked in the hospitality industry? <span style="float: right;"><i>Please check one →</i></span>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide a brief description of your job in the hospitality industry?		

Have you ever applied to or worked for Garden Court Hotel before? <span style="float: right;"><i>Please check one →</i></span>	<input type="checkbox"/> Yes Dates: _____	<input type="checkbox"/> No
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Do you have any friends or relatives working for the Garden Court Hotel? <span style="float: right;"><i>Please check one →</i></span>	<input type="checkbox"/> Yes Name: _____ Relationship: _____	<input type="checkbox"/> No
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Are you currently employed? <span style="float: right;"><i>Please check one →</i></span>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**ABILITY TO WORK**

Are you legally authorized to work in the United States? <i>(NOTE: Proof of identity and legal authority to work in the United States is a condition of employment.)</i> <span style="float: right;"><i>Please check one →</i></span>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Are you at least 18 years old? <i>(NOTE: If you are not 18, you may need a work permit)</i> <span style="float: right;"><i>Please check one →</i></span>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Based on the job description for the position for which you are applying, are you able to perform the essential functions of the job? <span style="float: right;"><i>Please check one →</i></span> <i>(NOTE: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Employment may be subject to passing a medical examination.)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Do you have reliable transportation to work? <span style="float: right;"><i>Please check one →</i></span>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**CRIMINAL HISTORY**

Have you ever been convicted of a criminal offense (felony or misdemeanor)? <i>(NOTE: Convictions for misdemeanor marijuana-related offenses that are more than two years old need not be listed.)</i> <span style="float: right;"><i>Please check one →</i></span>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, state nature of the offense(s), when and where convicted, and disposition of the case.

*(NOTE: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)*

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**REFERENCES** (ATTACH ADDITIONAL PAGES IF NEEDED)

Name:	Cell Phone:	Day Phone:
Mailing Address:	E-mail:	Number of Years Acquainted:
Relationship to Applicant:		
Name:	Cell Phone:	Day Phone:
Mailing Address:	E-mail:	Number of Years Acquainted:
Relationship to Applicant:		
Name:	Cell Phone:	Day Phone:
Mailing Address:	E-mail:	Number of Years Acquainted:
Relationship to Applicant:		

**EDUCATION** (ATTACH ADDITIONAL PAGES IF NEEDED)

High School/Secondary Institution:	Number of Years Completed: _____	Received Diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No
Address: (No., Street, City, State, Zip Code)		
College/University:	Number of Years Completed: _____	Major(s):
Address: (No., Street, City, State, Zip Code)		Received Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No Degree Received:
College/University:	Number of Years Completed: _____	Major(s):
Address: (No., Street, City, State, Zip Code)		Received Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No Degree Received:

Do you speak, read, write, or understand a foreign language?	<i>Please check one →</i>	Yes	No
If yes, please list which language(s): _____		<input type="checkbox"/>	<input type="checkbox"/>

**LICENSES & CERTIFICATIONS** (ATTACH ADDITIONAL PAGES IF NEEDED)

Name of License/Certificate:	State:	Number:	Expires (MM/YY):
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**EMPLOYERS FOR WHOM YOU HAVE WORKED IN THE LAST FIVE YEARS**

Please account for all periods of unemployment. You must complete this section even if you attach a resume.

Current/Most Recent Employer's Name:	Dates Employed: (MM/YY) From:            To:	Position: Supervisor:
Main Telephone: (            )	Supervisor's Telephone: (            )	
Address: (No., Street, City, State, Zip Code)	Reason for Leaving:	May we contact? _____Yes    _____No
Previous Employer's Name:	Dates Employed: (MM/YY) From:            To:	Position: Supervisor:
Main Telephone: (            )	Supervisor's Telephone: (            )	
Address: (No., Street, City, State, Zip Code)	Reason for Leaving:	May we contact? _____Yes    _____No
Previous Employer's Name:	Dates Employed: (MM/YY) From:            To:	Position: Supervisor:
Main Telephone: (            )	Supervisor's Telephone: (            )	
Address: (No., Street, City, State, Zip Code)	Reason for Leaving:	May we contact? _____Yes    _____No
Previous Employer's Name:	Dates Employed: (MM/YY) From:            To:	Position: Supervisor:
Main Telephone: (            )	Supervisor's Telephone: (            )	
Address: (No., Street, City, State, Zip Code)	Reason for Leaving:	May we contact? _____Yes    _____No

**COMPUTER/EQUIPMENT SKILLS**

Briefly describe your computer skills. Please include your keyboard WPM, software programs and hardware in your description.

List other skills that are applicable to the position you are applying for:

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**PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW.**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this Application for Employment. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize the Garden Court Hotel to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Garden Court Hotel any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Garden Court Hotel, my former employers and all other persons, corporation, 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 understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Garden Court Hotel. In addition, I understand and agree that if I am employed, my employment is "at will" and without a fixed term and may be terminated at any time, with or without prior notice, at the option of either myself or the Garden Court Hotel and that no promises or representations contrary to the foregoing are binding on the Garden Court Hotel.

\_\_\_\_\_ I have completed, signed and attached (if appropriate) additional documents to this application.

\_\_\_\_\_ I have completed the background screening form(s), as required. (Note: the job position you are applying for may not require a background screening and if so then please do not initial.)

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Applicant's Name: \_\_\_\_\_

**NOTE:** A resume, references, or other documents pertaining to the employment application may be attached; however, any attached documents may not act as a substitute for completing and signing the Employment Application in its entirety.

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