

# APPLICATION FOR EMPLOYMENT

I understand that this Hotel provides a union free environment as it believes its employees are able to speak for themselves without the interference of a third party. I also understand that the issue of whether or not to have a union is a decision completely up to the employees.

Please note that applications for employment are only considered active for a period of three months. If you have not been employed at the end of the three months from the date of this application, it will be necessary for you to file a new application form, if you still wish to be considered for employment.

- Answer each item accurately and completely. Failure to do so may result in you not being considered for the position or in your termination if inaccurate or omitted information is discovered after your employment has begun. Additionally, any applicant who provides unrequested information will automatically be rejected.
- This is a very important document. You should be very careful as you complete it.
- In accordance with the Immigration Reform and Control Act 1986 (IRCA), any offer of employment is contingent upon satisfactory proof of applicant's identity and legal ability to work in the United States.
- Our Company is an equal employment opportunity employer and will not discriminate, or retaliate against any employee or applicant in any manner prohibited by applicable federal, state, or local laws.

Name (Last, First, Middle Initial)	Home Telephone Number (    )	Cell Phone Number (    )
Street Address	City	State      Zip Code
		E-Mail

### (EMPLOYMENT INTEREST)

Position applied for?	Type of employment desired (check all that applies): <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Internship <input type="checkbox"/> On Call		
Desired Salary/Pay: \$	Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Available Start Date?	Availability: Please Circle <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> Su Times:	Are you willing to relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No	How were you referred? <input type="checkbox"/> Website <input type="checkbox"/> Friend <input type="checkbox"/> Employee/Name: <input type="checkbox"/> Newspaper <input type="checkbox"/> Other
Have you ever submitted an application with this hotel or its affiliates?	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, when?	Where?	
Have you ever been employed by this hotel or any of its affiliates?	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, when?	Where?	

### (EDUCATION)

NAME OF SCHOOL	LOCATION: (City, state)	DID YOU GRADUATE?	CHECK YEAR COMPLETED?	MAJOR
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No Obtained GED?	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
Community College/Trade:		<input type="checkbox"/> Yes <input type="checkbox"/> No Degree Received?	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
College/University:		<input type="checkbox"/> Yes <input type="checkbox"/> No Degree Received?	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Other Training/Certificates:		Type Certificate?		

Please list any specific office skills (typing/data entry speed), computer skills, languages and any type of machinery:

### (PERSONAL DATA)

Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If no, are you authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you use Facebook? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how are you listed in Facebook?		
Do you accept H.R./this Hotel as a friend? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:		
<i>(For Massachusetts applicants only, you do not have to disclose 1) first convictions for the misdemeanors of drunkenness, simple assault, speeding, minor traffic violations, affrays or disturbance of the peace.) (For the purposes of 804 CMR 3.02 minor traffic violations include any moving traffic violation other than reckless driving, driving to endanger and motor vehicle homicide); or 2) any conviction of a misdemeanor where the date of the conviction or the completion of any period of incarceration resulting there from, which ever date is later, occurred five or more years prior to the date of such inquiry, unless you have been convicted of any offense within five years immediately preceding the date of the inquiry.)</i>			
This Hotel has a "Drug Free" workplace policy. Do you agree to participate in a drug screen if provided with a job offer contingent upon the results? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If NO, please explain: _____			

Other than a non-compete agreement are you restricted by any previous employer's policies, practices, or agreements from working for our Company?     Yes     No      If YES, please explain: \_\_\_\_\_

This employer believes in fair competitive trade practices and strictly forbids new employees to bring with them or in any way use the confidential or proprietary information of others or the trade secrets of others while employed by this employer. Do you understand and agree to this policy as a term and condition of employment if hired by this employer?  Yes  No

If NO, please explain: \_\_\_\_\_

**(WORK EXPERIENCE)**

Even if you submit a resume, please list all your work experience below; begin with your present or most recent employer. Please use additional sheet if needed. Also please include any summer or part-time experience and work performed on a volunteer basis.

Present or Most Recent Employer	From: Mo/Yr	To: Mo/Yr	Job Title - Start
Street Address	Starting Salary / Hourly Wage		Job Title - Present / Termination
City State Zip	\$ _____		Reason for Leaving or Wanting to Leave
Name of Supervisor Telephone	Starting Salary / Hourly Wage		Major Responsibilities
Title Department	\$ _____		

Please explain any gaps in employment: \_\_\_\_\_

Employer	From: Mo/Yr	To: Mo/Yr	Job Title - Start
Street Address	Starting Salary / Hourly Wage		Job Title - Present / Termination
City State Zip	\$ _____		Reason for Leaving or Wanting to Leave
Name of Supervisor Telephone	Starting Salary / Hourly Wage		Major Responsibilities
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Name of Supervisor Telephone	Starting Salary / Hourly Wage		Major Responsibilities
Title Department	\$ _____		

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS FORM.**

**1)** By signing this application, I declare that the information provided by me is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on this application may preclude an offer of employment, or may result in a withdrawal of an employment offer, or may result in my discharge from employment if I am already employed at the time the misrepresentation or omission is discovered. **2)** I agree that by me on this application, without regard to either my knowledge of the inaccuracies, omissions or falsity or the length of employment. **3)** I authorize previous employers, schools or persons named above to give any information regarding my employment, together with any information they may have regarding me, whether or not it is in their records. I hereby release all companies, schools or persons from all liability for any damage for issuing this information. **4)** I understand that since the Hotel is in operation 24 hours a day, seven days a week, the following conditions may be mandatory: overtime, rotation of shifts, weekend and holiday work. **5)** If accepted for employment, I agree to abide by the rules and policies of the Hotel and shall conduct myself in a manner which upholds the integrity of the brand and provides exemplary service to both our guests and our employees. **6)** I agree that if hired, I have the right to terminate my employment at any time, with or without notice, the Company may terminate my employment at any time, with or without notice. I understand that no manager or representative of the Company, other than the president or his designee, has any authority to enter into agreement for employment for any specified period of time or make any agreement contrary foregoing in the past, now, or in the future. I further understand that such an agreement must be in writing and signed by the president for it to be binding on either myself or the Company. I further understand that this statement supersedes any prior oral or written understanding and bars any future oral understanding to the contrary. **7)** To the extent the law allows an employee to bring a legal action against the Company, I agree to bring the complaint or claim within the time period prescribed by law or within six months from the date of action forming the basis of my claim, whichever period is shorter. I waive any statute of limitations to the contrary.

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

\_\_\_\_\_  
Date

EOE/M/F/D/V 12/09

**WORK EXPERIENCE... Continued**

Name: \_\_\_\_\_

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Street Address			Starting Salary / Hourly Wage	Job Title - Present / Termination
City	State	Zip	\$ _____	Reason for Leaving or Wanting to Leave
Name of Supervisor Telephone				Starting Salary / Hourly Wage
Title Department			\$ _____	

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Employer			From: Mo/Yr	To: Mo/Yr	Job Title - Start
Street Address			Starting Salary / Hourly Wage		Job Title - Present / Termination
City	State	Zip	\$ _____		Reason for Leaving or Wanting to Leave
Name of Supervisor Telephone					Starting Salary / Hourly Wage
Title Department			\$ _____		

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

\_\_\_\_\_  
Date

EOE/M/F/D/V 12/09

**EEO-1 Voluntary Self Identification Form**

The Equal Employment Opportunity Commission (EEOC) requires organizations with 100 or more employees to complete an EEO-1 report each year. Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources Department.

**FULL NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**GENDER:**

(Please check one of the options below.)

Male       Female

**RACE/ETHNICITY:**

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

**Hispanic or Latino** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (Not Hispanic or Latino)** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

**Black or African American (Not Hispanic or Latino)** A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

**Asian (Not Hispanic or Latino)** A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino)** A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino)** All persons who identify with more than one of the above five races.



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## *Employment Application*

### **English**

**Please complete this application and turn in to one of our HR Professionals.**

Please note that resumes will not be accepted in lieu of completing the work experience information requested on the employment application.

**Job Line: 941.383.8862** (Call this number to listen to all current openings – its updated every Mon)

Prefer to email your completed application in? Email it to: [HRManager@longboatkeyclub.com](mailto:HRManager@longboatkeyclub.com)

Prefer to fax your completed application? Fax it to: 1.941.383.4637

### **Español**

**Complete esta aplicacion y entreguela a cualquier Representante de Recursos Humanos.**

Por favor note que la seccion de historial de empleo debe completarse.

**Linea de Trabajos: 941.383.8862** (Llame a este # para escuchar los trabajos disponibles.)

Prefiere enviar su aplicacion por correo electronico? Enviela a: [HRManager@longboatkeyclub.com](mailto:HRManager@longboatkeyclub.com)

Prefiere enviar su aplicacion? Envialo por fax a: 1.941.383.4637