

# HERALD SQUARE HOTEL

## EMPLOYEE APPLICATION

### PERSONAL

Last Name	Middle	First Name	Today's Date
Present Street Address			Cell Phone
City, State, Zip			Home Phone
Social Security No. (optional)			Email Address

Have you ever been known by any other name? If so, list all names

Have you ever applied for employment with the Company or any of its affiliated properties? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, approximate date of application

Have you ever been employed by the Company or any of its affiliated properties? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list properties and dates

Are you at least 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_ If under 18, hire is subject to verification that you are of minimum legal age

If hired, can you provide proof that you are eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Upon hire, you will be required to provide proof of your identity and authorization to work.)

### EMPLOYMENT DESIRED

Position desired (indicate part or full time)	Desired Salary Range or Hourly Pay Rate
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Please indicate the days and shifts you are available to work: AM= Morning Shift PM= Evening Shift O/N= Overnight Shift ALL= All Shifts X= Not available

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Are you unable to work any specific shifts? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please list days and/or hours

Will you work overtime if asked? Yes \_\_\_\_\_ No \_\_\_\_\_ Date you can start

How did you hear about us?

Are you related or acquainted with anyone who works for the Company or any of its affiliated properties? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, state name, relationship and hotel they are employed at. If none, write "None"

How did you hear about this job opening?

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

### EMERGENCY CONTACT

In case of emergency, please notify (Name)

Address, City State, Zip

Phone / Email

**WORK EXPERIENCE**

Please give accurate, complete full and part-time employment record. Start with present or most recent employer. Attach additional pages if necessary.

COMPANY NAME	Address		Telephone
From	Position	Salary or Hourly Pay Rate	May we verify employment? Yes _____ No _____
To	Name of Supervisor	Reason for Leaving	
COMPANY NAME	Address		Telephone
From	Position	Salary or Hourly Pay Rate	May we verify employment? Yes _____ No _____
To	Name of Supervisor	Reason for Leaving	
COMPANY NAME	Address		Telephone
From	Position	Salary or Hourly Pay Rate	May we verify employment? Yes _____ No _____
To	Name of Supervisor	Reason for Leaving	

**REFERENCES**

Give the name, address and telephone number for two references who are not relatives

Name	Job Title	Name	Job Title
Address		Address	
Phone	Email	Phone	Email
How acquainted and for how long?		How acquainted and for how long?	

**EDUCATION**

High School	City	Course of Study	Graduate?	Circle year completed 9 10 11 12
Tech or Trade School	City	Course of Study	Graduate?	Circle year completed 1 2 3 4
College/University	City	Course of Study	Graduate?	Circle year completed 1 2 3 4
College/University	City	Course of Study	Graduate?	Circle year completed 1 2 3 4

Are you currently enrolled in school? Yes \_\_\_\_\_ No \_\_\_\_\_

Please indicate your language skills below indicating the language(s) spoken and written and how well:

Language Spoken: \_\_\_\_\_ / \_\_\_ Fluent \_\_\_ Well \_\_\_ Slight      Language Written: \_\_\_ Fluent \_\_\_ Well \_\_\_ Slight

Language Spoken: \_\_\_\_\_ / \_\_\_ Fluent \_\_\_ Well \_\_\_ Slight      Language Written: \_\_\_ Fluent \_\_\_ Well \_\_\_ Slight

Please tell us about any experience, qualifications or other special training or skills (e.g. computer, machine operation, etc.) which you feel would qualify you for work with the Company:

**OTHER INQUIRIES**

Are you subject to an agreement with a former employer or other party (such as a non-compete) that might restrict your ability to work for us? If so, please explain.

Have you ever been dismissed or forced to resign from any employment? Yes \_\_\_\_\_ No \_\_\_\_\_ If YES, please explain

Have you ever been convicted of a CRIME? NOTE: Please exclude misdemeanor convictions more than two years old; convictions for which the record has been judicially ordered sealed, expunged or statutorily eradicated, and misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed. Also, please DO NOT provide here any information regarding any arrest or detention not resulting in a conviction nor any information regarding participation in pre-trial or post trial diversion program. NOTE: Convictions will not necessarily disqualify applicant; Each case is considered individually

Yes \_\_\_\_\_ No \_\_\_\_\_ If YES, please explain and state the charge, the court, the date of conviction and any other pertinent details

Are you presently out on bail on your own recognizance pending trial for the alleged commission of any crime? Yes \_\_\_\_\_ No \_\_\_\_\_  
If YES, please state the charge, court and status of the matter and the name under which you were charged (an affirmative answer will not necessarily disqualify an applicant. Each case is considered individually)

**AGREEMENT**

Please read carefully, initial each paragraph and sign below.

I hereby certify that the information that I have provided in this employment application and any other information provided during the application process (i.e., resume) is true, complete and correct in all respects. I understand that providing false or misleading statements or omitting information in connection with the hiring process may disqualify me from further consideration for employment or may result in my termination if discovered at any time after my hire. I agree that the Company shall not be liable for disqualifying or terminating me under such circumstances. \_\_\_\_\_ Initials

I authorize the Company and its agents to investigate the information in this application and to verify my statements. I authorize my past employers, educational institutions, all references and other persons listed in this application to answer questions concerning my ability, character, reputation, education, previous work records and other matters related to my suitability for employment and to disclose any documents or information related to my work records without prior notice of such disclosure. I release all such persons (including the Company) from any liability listed in this application or damages arising out of or relating in any way to such investigation or disclosure. \_\_\_\_\_ Initials

I understand that nothing contained in this employment application or in the granting of an interview is intended as an employment contract and that no oral or implied promises regarding employment have been made to me. I further agree that if employed, I will conform my conduct to the Company's rules and policies and that the company may revise such rules and policies in whole or part at any time. In addition, I understand and agree that if I am employed, my employment is AT-WILL, meaning my employment may be terminated at any time for any lawful reason, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing explicitly stating that it is an express written contract with the Company and signed by the Company's President. \_\_\_\_\_ Initials

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not been hired by the Company and still wish to be considered for employment, it will be necessary for me to reapply and complete a new application. \_\_\_\_\_ Initials

I have read the above Applicant Agreement, and understand and agree to its terms.

SIGNATURE: \_\_\_\_\_

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