

# INSIDER BAR & GRILL

## APPLICATION FOR EMPLOYMENT Holiday Inn ® is Proud to Provide a Drug-Free Workplace

Name \_\_\_\_\_  
Last First Middle Other names under which you have worked

Address \_\_\_\_\_  
Number and Street City State Zip Code

Telephone Number ( ) \_\_\_\_\_ Social Security Number \_\_\_\_\_

**Position Desired:**    **1.** \_\_\_\_\_    **2.** \_\_\_\_\_

Check days and hours you can work:

Full Time     Part Time     Summer Only     On Call  
 Monday     Tuesday     Wednesday     Thursday     Friday     Saturday     Sunday  
 6 a.m. to 3 p.m.     2 p.m. to 11 p.m.     6 p.m. to 3 a.m.  
 7 a.m. to 4 p.m.     3 p.m. to 12 a.m.     11 p.m. to 8 a.m.  
 8 a.m. to 5 p.m.     5 p.m. to 2 a.m.     12 a.m. to 9 a.m.

**Date Available for Work:** \_\_\_\_\_

If you are employed, will you be able to submit verification of your legal right to work in the United States?     Yes     No

Have you ever been convicted of a felony?     Yes     No    If Yes, describe in full: \_\_\_\_\_

Have you ever been denied a fidelity bond?     Yes     No    If Yes, please explain: \_\_\_\_\_

Are you aware of any reason why you can not perform the essential functions of the job for which you are applying?: \_\_\_\_\_

Please state if you are at least 18 years old.     Yes     No

**Special Training**

Personal Computer     PBX Console  
 Calculator     Micros     Type \_\_\_\_\_ Words per Minute  
 10 Key Adding Machine     Cash Register     Shorthand     Words per Minute  
 NCR     CRT     Dictation Equipment  
 Excel version \_\_\_\_\_     Word version \_\_\_\_\_     PMS \_\_\_\_\_  
 Other \_\_\_\_\_

EDUCATION	School Attended	City and State	Completed
High School			
College			
Other			

If you speak, read and/or write a foreign language(s), please show in box below. Answer only if job-related.

	FLUENTLY	GOOD	FAIR
SPEAK			
READ			
WRITE			

EMPLOYMENT RECORD - Please start with the most recent employer; include military service. If you are currently employed, may we contact your present employer? \_\_\_Yes \_\_\_No

<b>Date</b>	Name of Employer: _____	Telephone: ( ) _____
<b>Started</b>	Address: _____	
	Name of Immediate Supervisor: _____	Title: _____
<b>Date</b>	Your Title: _____	Duties: _____
<b>Left</b>	_____	
	Reason for Leaving _____	

<b>Date</b>	Name of Employer: _____	Telephone: ( ) _____
<b>Started</b>	Address: _____	
	Name of Immediate Supervisor: _____	Title: _____
<b>Date</b>	Your Title: _____	Duties: _____
<b>Left</b>	_____	
	Reason for Leaving _____	

<b>Date</b>	Name of Employer: _____	Telephone: ( ) _____
<b>Started</b>	Address: _____	
	Name of Immediate Supervisor: _____	Title: _____
<b>Date</b>	Your Title: _____	Duties: _____
<b>Left</b>	_____	
	Reason for Leaving _____	

Do you wish to advise us of your starting salary expectations? From \$ \_\_\_\_\_ hr./mo. to \_\_\_\_\_ hr./mo.

I understand and agree that my continued employment with the Holiday Inn is predicated upon the truthfulness and accuracy of the statements contained herein and that by filling out this application there is no guarantee that I will be hired. I consent to and authorize the hotel and its staff to ask for information concerning me. I release all parties and persons connected with any requests for information from all claims, liability and damages for whatever reason arising out of furnishing this information. Unless otherwise stated in a written agreement signed by the General Manager, employment is terminable at the will of the hotel. If I accept a position with the hotel, I hereby agree to comply with all policies and procedures, including the Hotel's Anti-Drug Workplace Policy.

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_