

APPLICATION FOR EMPLOYMENT
Holiday Inn Express Hotel & Suites Cooperstown
 4758-St.Hwy-28
 Cooperstown, NY 13326

Date _____

Print Name _____
 Last First Middle Initial

Address _____
 Street City State Zip

Social Security # _____ Telephone Number _____

Position(s) applied for _____

Hours or Shift Preferred _____ Available to start work _____

Specify restrictions, if any, of days and hours (e.g. class schedule)

Full Time Part Time Temp.

Minimum Compensations Requirement	\$ _____
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Are you at least 18 years of age?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you authorized to live and work in the United States?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of or fined and/or sentenced, including probation, for any criminal offence (misdemeanor or felony), or have you ever pleaded guilty or 'no contest' (nolo contendere) to any criminal offence (misdemeanor or felony)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, give dates and places of any convictions, pleas fines and/or sentences, and explain or describe them. (Attach separate paper, if necessary). A conviction will not necessarily disqualify you from employment. Factors such as the seriousness and nature of the offense, age at time of the conduct, and rehabilitation will also be taken into account.		

Please describe any accommodations you may need to perform the essential functions of the job for which you applied.

Clerical Skills / Computer Skills

Typing Speed _____ Keyboard Skills (Data Entry) _____
 List any additional skills, education or training related to the position applied for: _____

Record of Education <small>Please include name and address of school and under what name attended, if different.</small>	Course of Study	Year Completed	Did you Graduate?	Diploma or Degree
High School _____ _____		1 2 3 4		
College _____ _____		1 2 3 4		
Other (specify) _____ _____		1 2 3 4		

Employment History

Please list all previous employers; if further space is needed, attach additional paper.

Present or Most Recent Employer	Telephone () Ext.
Address	Dates Employed (Month & Year) From To
Name of Supervisor	Weekly Pay
Job Title and Responsibilities	Reason for Leaving May we contact Yes <input type="checkbox"/> No <input type="checkbox"/> Known by another name

Past Employer	Telephone () Ext.
Address	Dates Employed (Month & Year) From To
Name of Supervisor	Weekly Pay
Job Title and Responsibilities	Reason for Leaving May we contact Yes <input type="checkbox"/> No <input type="checkbox"/> Known by another name

Past Employer	Telephone () Ext.
Address	Dates Employed (Month & Year) From To
Name of Supervisor	Weekly Pay
Job Title and Responsibilities	Reason for Leaving May we contact Yes <input type="checkbox"/> No <input type="checkbox"/> Known by another name

Employment Conditions – Read Carefully Before Signing

By my signature below, I certify that all information provided on this application is true and accurate. I understand that any false statements, misrepresentation, or omissions made on this application will be considered sufficient cause for Holiday Inn Express Hotel & Suites Hartwick to deny or terminate my employment upon discovery. I understand that employment with Holiday Inn Express Hotel & Suites Hartwick is 'at will' and therefore for any indefinite period of time. If employed, I may terminate my employment at any time and Holiday Inn Express Hotel & Suites Hartwick may terminate or modify the employment relationship at any time, with or without motive or cause. I understand that I am not guaranteed, a specific shift, schedule or work assignment to work overtime. If employed by Holiday Inn Express Hotel & Suites Hartwick, I will abide by its rules, regulations, policies and procedures.

I hereby authorize all individuals and organizations name or referred to on this application to answer all questions that may be asked and give all information that may be sought in connection with this application. This may include, but is not limited to work history, criminal records, licensure, certification, education and driving record. I also certify that any individual or organization furnishing information concerning me shall not be held accountable for giving this information. I hereby release said individuals and organizations from any and all liability that may be incurred as a result of furnishing such information.

Signature of Applicant _____ Date _____

Holiday Inn Express Hotel & Suites Hartwick is an Equal Opportunity Employer and does not discriminate on the basis of race, color, age, sex, religion, national origin, disability, marital status or any other characteristic protected by law.