



Wilson Hotel Management, LLC



Wilson Hotel Management, LLC and all the company's Hotels are equal employment opportunity employers who select the best qualified applicant for each position based on job-related qualifications without regard to applicant's race, color, religion, creed, national origin, sex, age, veteran status, genetic information or any physical or mental disabilities unless the applicant is unable to perform the essential functions of the job, with or without reasonable accommodations. No question on this application is intended to secure information to be used in a discriminatory manner. If your answers require additional space, obtain supplemental sheets from the front desk, but we do require truthful responses.

INSTRUCTIONS: Please print legibly in ink. Each section must be thoroughly completed. While you are free to include a copy of your resume, it will not substitute for completing all blanks with accurate information. The application will remain active for thirty (30) days from the date on the back page and will be destroyed after 1 year.

Last Name		First	Middle	Cell Phone	Home Phone	
Present Address	Street	City	State	Zip	From	To

If less than 5 years Previous Address	Street	City	State	Zip	From	To

Is any additional information relative to change of name, use of an assumed name or nickname necessary to enable a check of your work record? If "YES" explain.						
<input type="checkbox"/> Yes <input type="checkbox"/> No _____						

JOB REQUIREMENTS

Indicate type of position desired. Be specific.

Wage/Salary Requirements Check appropriate employment desired
 Full Time Part Time Summer Other(describe) _____

Can You Work Saturday Sunday Weekday Evenings Holidays Days Night Hours Overtime
 Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No

The company will make reasonable efforts to accommodate the needs of employees regarding their work schedules.

Will you be able to travel out of town or overnight if necessary? Yes No

Will a notice be required to your present employer? If so, 1 week 2 week other _____

What date will you be available to work?

PERSONAL INFORMATION

Age (only if under 21) _____ Do you possess a valid authorization to work in the United States? Yes No

Do you have a valid state drivers license? How were you referred to this hotel?
 Yes No Advertisement Employment Agency Employee Friend Internet

Have you ever been employed by Wilson Hotel Management, LLC or any of its hotels? If yes, list location, date, year and position
 Yes No

If referred by current employee, print his/her name. _____

If you are related to anyone at this hotel, or any other facility managed by WHM, show name, relationship, and department where they work.
(Determination of hotel employee relatives does not exclude an applicant from employment, but is used to prevent placement which may cause conflicts of interest.)

Have you ever been bonded? Have you ever been refused bond?
 Yes No Yes No If yes, state reason _____ Date _____

Have you ever been convicted of a misdemeanor for crimes involving dishonesty or breach of trust or damage to the person or properties of others? If "yes" give date and explanation. A conviction is not necessarily a bar to employment - this information is used only for job related reasons and only to the extent permitted by law. Factors such as the nature and gravity of the offense or conduct; the time which has passed since the offense, conduct and/or completion of the sentence; and the nature of the job sought, will be considered. Action based on a conviction will not be taken without an individual inquiry. Please be truthful.
 Yes No (If Yes, Explain) _____

Note: We perform background checks and drug screens on all applicants offered positions.

When completing this application, make sure it is filled out completely and truthfully. All information on the application is subject to verification. A resume is **not** a substitute for a completed application. Fill in all the blanks and be specific. Please indicate which position you are interested in, you may also list additional positions. **Note:** Conditions of consideration for employment include the successful completion of a drug screen; background check; and satisfactory reference checks.

PLEASE BE TRUTHFUL

AN ATTACHED RESUME DOES NOT PRECLUDE COMPLETION OF THIS, OR ANY, SECTION OF THE APPLICATION.

EMPLOYMENT RECORD

Please complete in detail starting with present or most recent employer. Explain any lapse of time not accounted for. Please use additional sheets if necessary.

Employment Month	Year	Employment			Salary		Your Title and Responsibility
					Start	Final	
From	Company						
To	City			State	Zip		
Name and Title of Supervisor				Reason for Leaving or Considering a Change			Supervisor's Phone

Employment Month	Year	Employment			Salary		Your Title and Responsibility
					Start	Final	
From	Company						
To	City			State	Zip		
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Employment Month	Year	Employment			Salary		Your Title and Responsibility
					Start	Final	
From	Company						
To	City			State	Zip		
Name and Title of Supervisor				Reason for Leaving or Considering a Change			Supervisor's Phone

May we contact your present employer?	Why do you desire to make a change?
<input type="checkbox"/> Yes <input type="checkbox"/> No	

PLEASE BE TRUTHFUL

U.S. MILITARY SERVICE

Branch of Service	Highest Rank Attained	Date of Discharge	<input type="checkbox"/> Honorable
			<input type="checkbox"/> Dishonorable
Duties			

PERIODS OF UNEMPLOYMENT

Please account for all periods of unemployment of thirty or more consecutive days.

From (MO/YR)	To (MO/YR)	Reason

EDUCATIONAL SKILLS

What was the last grade of school you completed? **High School** 9 10 11 12 **College** 1 2 3 4

	School Locations	Did you receive the following:	Check if did not complete:
High School	Name: _____ City/State: _____	<input type="checkbox"/> High School Diploma or <input type="checkbox"/> GED Certificate*	
College	Name: _____ City/State: _____	<input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelors Degree	
Masters Degree	Name: _____ City/State: _____	Degree Completed:	
Other(Vocational, Technical, Military)	Name: _____ City/State: _____	Certifications, etc., Received:	

*Name of place received GED: _____

Year: _____

NOTE: IF YOU DID NOT RECEIVE A DIPLOMA OR DEGREE, PLEASE INDICATE SO.

Are you presently attending school?	If yes, School and Course of Study
<input type="checkbox"/> Yes <input type="checkbox"/> No	
List languages which you read proficiently	
List languages which you speak proficiently	

(Having many International guests, we periodically have need for persons with multilingual abilities)

PLEASE BE TRUTHFUL

SKILL

- Yes No Typing/Keyboarding ____Speed
- Yes No Working knowledge of computer equipment such as printers, scanners, etc.
- Yes No Experience with Microsoft Excel, Powerpoint, Word, Outlook
- Yes No Other computer related skills: Web Design, Internet Search Applications, Graphic Design, Etc.

MECHANICAL SKILL

- Yes No Air Conditioning/Heating
- Yes No Refrigeration
- Yes No Electrical
- Yes No Plumbing
- Yes No Carpentry

Describe other skills
Licenses Held, if any
Can you read and work with blueprints?

APPLICANT'S STATEMENT

- ____
initial 1. I hereby authorize Wilson Hotel Management, LLC to investigate all statements contained in this application and any attached resume. I affirm all information contained in this application and any attached resume is true and complete and any misrepresentation, classification or omission herein, shall be sufficient reason for dismissal from, or refusal of, employment.
- ____
initial 2. I understand my previous employers, educational institutions I have attended and all branches of U.S. Military in which I have served may be asked for information relative to my record with them. I hereby authorize Wilson Hotel Mangement, LLC to request such information from previous employers and hereby authorize my previous employers, educational institution and military branches to release the same and are hereby released from all liability for issuing such information.
- ____
initial 3. In consideration of employment, I agree my employment and compensation can be terminated with or without cause, and with or without notice, at any time at the option of either the company or myself. This application does not constitute a contract of employment either express or implied for any specific length of time.
- ____
initial 4. No supervisor, representative, agent or employee of the company has now or has had in the past any authority to enter into any agreement for a specified period of time, or to make an agreement which is contrary to, or a modification of, the above items, nor can any policies or practices of the company either written or oral, modify the above terms.
- ____
initial 5. I hereby acknowledge I have read the above statement and understand it.

Applicant's Signature _____ Date of Signing _____

NOTICE TO APPLICANTS:
Screening tests for illegal drug use and a background check will be required as a condition of employment.

PLEASE BE TRUTHFUL