

DIRECTIONS: ALL APPLICANTS MUST COMPLETE ALL SECTIONS OF THE EMPLOYMENT APPLICATION FORM, EVEN IF YOU ARE SUBMITTING A RESUME. ALL OF THE REQUESTED INFORMATION MUST BE PROVIDED TO US IN ORDER TO BE CONSIDERED FOR EMPLOYMENT. PLEASE DO NOT FORGET TO SIGN AND DATE THIS FORM.

## Basic Information About You

NAME (LAST)	(FIRST)	(MIDDLE NAME OR INITIAL)	SOCIAL SECURITY NUMBER --- --	DATE OF APPLICATION
PRESENT HOME ADDRESS (STREET, CITY, STATE, ZIP CODE)			TELEPHONE # ( )	E-MAIL ADDRESS
OTHER ADDRESS WHERE YOU MAY BE CONTACTED IF NOT RECEIVING MAIL AT ABOVE ADDRESS			OTHER PHONE # ( )	ARE YOU AT LEAST 18 YRS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO
HAVE YOU PREVIOUSLY WORKED FOR US? <input type="checkbox"/> YES <input type="checkbox"/> NO	CURRENT EMPLOYER	START DATE	POSITION TITLE	SUPERVISOR'S NAME
IF YOU ARE OFFERED EMPLOYMENT, CAN YOU PROVIDE DOCUMENTED PROOF OF YOUR ELIGIBILITY TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO				

HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENSE, OTHER THAN MINOR TRAFFIC VIOLATIONS, OR CONVICTED FOR AN OFFENSE FOR WHICH YOU WERE REFERRED TO AND PARTICIPATED IN ANY PRE-TRIAL OR POST-TRIAL DIVERSION PROGRAM?  YES  NO

IF YOUR RESPONSED "YES," PLEASE BE PREPARED TO PROVIDE US WITH DETAILS AND DATES, INCLUDING JURISDICTION. A CRIMINAL CONVICTION WILL NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT. HOWEVER, CONVICTIONS MAY BE CONSIDERED IN RELATION TO THE REQUIREMENTS FOR THE JOB(S) FOR WHICH YOU ARE APPLYING. FACTORS SUCH AS SERIOUSNESS AND NATURE OF OFFENSE, TIME ELAPSED AND REHABILITATION WILL BE TAKEN INTO ACCOUNT.

## About The Position You Want

POSITION YOU ARE APPLYING FOR:	TELL US HOW YOU HEARD ABOUT THIS EMPLOYMENT OPPORTUNITY:	DESIRED WORK HOURS & DAYS OF WEEK:
CHECK EMPLOYMENT TYPE: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME		TIMES YOU WILL NOT BE AVAILABLE TO WORK?
DATE AVAILABLE TO BEGIN WORK:	DO YOU HAVE A CONSTANT AND RELIABLE SOURCE OF TRANSPORTATION TO AND FROM THE HOTEL?	IF YOU ARE EMPLOYED WITH US, ARE YOU PLANNING TO ALSO WORK ELSEWHERE? <input type="checkbox"/> YES <input type="checkbox"/> NO
DESIRED WAGE INCOME: \$ _____ PER YEAR OR _____ PER HOUR		

AFTER REVIEWING THE JOB DESCRIPTION FOR THE POSITION YOU ARE NOW APPLYING FOR, PLEASE ANSWER THE FOLLOWING QUESTION:  
CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB, WITH OR WITHOUT REASONABLE ACCOMMODATIONS?  YES  NO

IS THERE ANY WORK FUNCTION OR DUTY OF THIS JOB THAT YOU WOULD REFUSE TO PERFORM?  YES  NO IF YES, PLEASE TELL US WHY:

## About Your Work History

### LIST MOST RECENT OR CURRENT EMPLOYMENT FIRST

START DATE	END DATE	FINAL POSITION TITLE	FINAL WAGES	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
PREVIOUS EMPLOYER		LAST SUPERVISOR'S NAME		REASON FOR LEAVING
STREET ADDRESS, CITY, STATE, ZIP CODE				PHONE # OR WEBSITE ADDRESS

POSITION DESCRIPTION, PRIMARY RESPONSIBILITIES & DUTIES

START DATE	END DATE	FINAL POSITION TITLE	FINAL WAGES	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
PREVIOUS EMPLOYER		LAST SUPERVISOR'S NAME		REASON FOR LEAVING
STREET ADDRESS, CITY, STATE, ZIP CODE				PHONE # OR WEBSITE ADDRESS

POSITION DESCRIPTION, PRIMARY RESPONSIBILITIES & DUTIES

### WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

WHAT THIS STATEMENT MEANS: WE ARE COMMITTED TO MAINTAINING A DIVERSE WORKFORCE. NO INDIVIDUAL WILL BE DENIED EMPLOYMENT ON THE BASIS OF RACE, COLOR, ETHNICITY, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, RELIGION, CREED, DISABILITY (INCLUDING HIV STATUS), AGE, VETERAN STATUS, MARITAL OR FAMILIAL STATUS, OR ANY OTHER CATEGORY PROTECTED BY LAW. NO INFORMATION REGARDING APPLICANT'S AFFILIATION WITH ANY SUCH LAWFULLY PROTECTED CATEGORIES WILL BE USED TO EXCLUDE ANYONE FROM CONSIDERATION FOR EMPLOYMENT IN THE POSITION FOR WHICH APPLICANT IS APPLYING.

## More About Your Work History

START DATE	END DATE	FINAL POSITION TITLE	FINAL WAGES	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
PREVIOUS EMPLOYER		LAST SUPERVISOR'S NAME		REASON FOR LEAVING
STREET ADDRESS, CITY, STATE, ZIP CODE				PHONE # OR WEBSITE ADDRESS

POSITION DESCRIPTION, PRIMARY RESPONSIBILITIES & DUTIES

## Information About Your Education & Training Background

NAME OF COLLEGE OR UNIVERSITY  CITY & STATE WHERE YOU ATTENDED CLASS:	DID YOU GRADUATE?  GRADUATION DATE:	LIST DEGREE OR DIPLOMA TYPE	MAJOR SUBJECTS STUDIED
NAME OF COLLEGE OR UNIVERSITY  CITY & STATE WHERE YOU ATTENDED CLASS:	DID YOU GRADUATE?  GRADUATION DATE:	LIST DEGREE OR DIPLOMA TYPE	MAJOR SUBJECTS STUDIED
NAME OF TECHNICAL SCHOOL OR OTHER EDUCATIONAL INSTITUTION  CITY & STATE WHERE YOU ATTENDED CLASS:	DID YOU GRADUATE?  GRADUATION DATE:	LIST DEGREE OR CERTIFICATION TYPE	MAJOR SUBJECTS STUDIED
NAME OF HIGH SCHOOL (OR INSTITUTION AWARDDING G.E.D.)  CITY & STATE WHERE YOU ATTENDED CLASS:	DID YOU GRADUATE?  GRADUATION DATE:	LIST DEGREE OR CERTIFICATION TYPE	MAJOR SUBJECTS STUDIED

LIST SKILLS, CERTIFICATIONS, PROFESSIONAL LICENSES, EQUIPMENT KNOWLEDGE, FOREIGN LANGUAGES, TYPING SPEED OR ANY OTHER SPECIALIZED TRAINING YOU CONSIDER RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING:

LIST PROFESSIONAL ORGANIZATIONS AND INDUSTRY ASSOCIATIONS YOU CONSIDER RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING:

## Your References

**PROVIDE CONTACT INFORMATION FOR AT LEAST THREE INDIVIDUALS, OTHER THAN RELATIVES OR FRIENDS, WHO HAVE KNOWLEDGE ABOUT YOUR WORK EXPERIENCE OR EDUCATION.**

NAME/TITLE	RELATIONSHIP TO APPLICANT	PHONE NUMBERS AND/OR EMAIL ADDRESSES

## Applicant's Authorization

**PLEASE READ THE FOLLOWING CAREFULLY AND PLEASE ASK QUESTIONS IF YOU NEED HELP.**

I have been given the opportunity to read this employment application thoroughly and ask questions about requested information. My signature below indicates my promise that the information I provided on this application and during the hiring process is true and complete. I understand that any false or misleading information or significant omission, may disqualify me from consideration for employment; or if hired, may lead to dismissal if discovered at a later date. I understand that consideration for employment may depend on results from my references and background checks. I grant Portfolio Hotels & Resorts or its authorized agent, permission to obtain personal investigative reports on me, including, but not limited to statements made in this application or resume, character information, general reputation, education, licensing or other certifications. I authorize and release from legal liability, any individual, school, institution, or employer providing information or personal opinion with respect to potential employment with this employer.

**Applicant's Signature:**

I understand that employment with this employer is contingent upon providing authentic proof of identity and employment eligibility in the United States. And for some positions, I must pass a drug and alcohol test, and/or physical exam. I agree to submit to drug testing as part of the hiring process, and understand that I will receive separate notice and release before any testing is performed. I agree to immediately notify Portfolio Hotels & Resorts if I should be convicted of a felony, or any crime involving dishonesty, breach of confidentiality, controlled substances, sexual misconduct, abuse or violence while my job application is pending, or if hired, during my employment. I acknowledge that employment with this employer is at-will which means for no definite period of time, and may be terminated at any time for any reason, with or without notice. I understand and agree that this application for employment does not create a contract or promise of employment.

**Date Applied for Position:**