

EMPLOYMENT APPLICATION



Date of Application: _____

Job: _____

Referred By: _____

Date Available to Work: _____

Hotel: _____

Vesta Hospitality is an equal opportunity Employer

VESTA HOSPITALITY WILL PROVIDE ACCOMMODATION TO COMPLETE THE APPLICATION UPON REQUEST

Instructions: Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application form. PLEASE PRINT, except for signature on page 4 of this application. All information given will be available only to persons who have a "need to know" or as required by law.

PERSONAL INFORMATION

Last Name _____

First Name _____

Middle Name _____

CONTACT INFORMATION:

Best Way to Contact: _____

Email: _____

Current Address: _____

Previous Address: _____

Primary Phone: _____

Alternate Phone: _____

EMPLOYMENT DESIRED

POSITION PREFERENCES:

Position Applying For: _____

Work Status Desired: Full Time Part Time

Min Hours per week: _____

Desired Pay: _____

Max Hours per week: _____

Type of Position Desired: _____

AVAILABILITY:

Available to Start: _____

Holiday availability: _____

	MON	TUE	WED	THU	FRI	SAT	SUN
From							
To							

EDUCATION

High School Name & Location:

Name: _____

City, State: _____

Major Subjects: _____

Last year completed: 1 2 3 4

College Name & Location:

Name: _____

City, State: _____

Major Subjects: _____

Last year completed: 1 2 3 4

PREVIOUS EXPERIENCE

Have you ever been employed with Vesta Hospitality or any of its affiliates?

Do you know anyone who currently works for Vesta Hospitality or previously worked for Vesta Hospitality (please indicate name)?

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EMPLOYMENT HISTORY

PRESENT EMPLOYER:

Name: _____ From / To Dates: _____
City, State: _____ Starting / Ending Wage: _____
Phone Number: _____ Job Title: _____
OK to Contact Yes No Still Employed: _____
Supervisor Name: _____
Reason for Leaving: _____
Description of Job Duties: _____

LAST EMPLOYER:

Name: _____ From / To Dates: _____
City, State: _____ Starting / Ending Wage: _____
Phone Number: _____ Job Title: _____
OK to Contact Yes No Still Employed: _____
Supervisor Name: _____
Reason for Leaving: _____
Description of Job Duties: _____

PREVIOUS EMPLOYER:

Name: _____ From / To Dates: _____
City, State: _____ Starting / Ending Wage: _____
Phone Number: _____ Job Title: _____
OK to Contact Yes No Still Employed: _____
Supervisor Name: _____
Reason for Leaving: _____
Description of Job Duties: _____

Please add more pages if needed

How many jobs have you held over the last five (5) years? _____

What is the longest you have spent working for a single company? _____

Have you ever been terminated or asked to resign from a job for any of the following reasons (check all that apply)?

Work Performance Absenteeism or Tardiness Conflict with Supervisor Conflict with Co-workers

Conflict with Guests Violation of Company Policies/Rules Other Never been terminated/asked to resign

Have you been given any formal awards for outstanding work performance? _____

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REFERENCES

Reference #1

(Name and contact information)

Years Known: _____

Relationship: _____

Reference #2

(Name and contact information)

Years Known: _____

Relationship: _____

Reference #3

(Name and contact information)

Years Known: _____

Relationship: _____

MINIMUM QUALIFICATIONS

Can you provide legal documentation establishing your identity and eligibility to be legally employed in the United States (Federal Law requires proof of identity and employment authorization for all employees)?

As a condition of employment with Vesta Hospitality, if you are offered employment, are you willing to undergo a criminal background and employment reference check? Note - The existence of a criminal history will not automatically disqualify you from the job you are applying for _____

What is your age range:

- under 16 years
- 16 - 18 years
- 18 - 21 years
- older than 21 years

As a condition of employment with Vesta Hospitality, if you are offered employment, are you willing to submit to a pre-employment drug screening test: _____

Are you able to perform the essential functions of the job with or without reasonable accommodation?

Are you willing to work in a job that requires you to follow safety guidelines very carefully in order to protect yourself and those around you from the risk of injuries?

Can you communicate in English?

CRIMINAL HISTORY

Are you now, or have you ever been known by any other name, or have you changed your name? _____

Have you been convicted of a felony in the past 10 years? Do not answer "yes" if your conviction record has been annulled, expunged, sealed, pardoned, erased or impounded. Note - The existence of a criminal history will not automatically disqualify you from the job you are applying for. _____

Have you been convicted of any other crimes in the past 10 years? Do not answer "yes" if your conviction record has been annulled, expunged, sealed, pardoned, erased or impounded. Note - The existence of a criminal history will not automatically disqualify you from the job you are applying for. _____

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STATE SPECIFIC DISCLOSURES

APPLICANT'S STATEMENT

I hereby certify and affirm that the information provided in connection with the application process is true, accurate and complete, and I have withheld nothing that would, if disclosed, affect this application unfavorably.

I hereby authorize Vesta Hospitality to investigate all information pertinent to my application for employment in order to determine my qualifications for employment, which may include contacting former and/or current employers or any other person or entity. I hereby authorize all persons and entities having information relevant to my application to provide that information to Vesta Hospitality. I authorize Vesta Hospitality to release to any person, firm, entity or organization with which I may seek employment in the future, any truthful information concerning my work experience with Vesta Hospitality. I hereby release and hold Vesta Hospitality harmless from any claim for releasing any truthful information within its knowledge and/or records. I understand that any offer of employment may be rescinded or my employment terminated if my references are inadequate or unacceptable to Vesta Hospitality, or if I violate any of the provisions of this Certification.

If a background check is conducted, it could include obtaining such general identification information as residence verification, and, as applicable, information concerning my employment, education, general reputation, character, personal characteristics, and habits, and such information may be developed through personal interviews with third parties such as family members, neighbors, friends, associates, former employers, educational institutions, custodians of official records or other sources. Only job-related information developed from such a report will be considered in evaluating my employment application or continued employment. I understand that I will have to release my social security number to Vesta Hospitality in order to conduct this background check.

I understand that any omission, misrepresentation, or falsification in connection with this application process may be grounds for denial of employment or, if hired, immediate termination of employment. I further understand that if I am hired by Vesta Hospitality, I must abide by all the rules and policies of Vesta Hospitality which, other than the at-will employment policy, may be changed without notice at the direction of Vesta Hospitality.

I understand and acknowledge that, if hired, my employment is for no definite period and either the Employer or I may terminate our relationship at will at any time, without notice or any reason, and that this employment application does not constitute an employment contract. I have had an opportunity to have my questions about this statement's content and intent answered and understand its terms.

Signature of Applicant:

Date: