



## EMPLOYMENT APPLICATION & QUESTIONNAIRE

We do not discriminate on the basis of age, sex, sexual orientation, race, color, religion, national origin or disability. It is our intent that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Thank you for applying with Sage Hospitality Resources. Because our associates are our most valued resource, we ask you to take the time to complete this application thoroughly. Incomplete applications will not be considered. The information you provide will help us to determine your qualifications for the position(s) for which you have applied. In reading and answering the following questions, be aware that none are intended to imply illegal preferences or discrimination based upon non-job-related information.

### GENERAL INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

If hired, can you furnish proof you are eligible to work in the U.S.? Yes  No

Are you 18 years of age or older? Yes  No

(If you are hired you may be required to submit proof of age)

### JOB INTEREST

Position(s) applying for \_\_\_\_\_ Salary required \_\_\_\_\_

Referred by \_\_\_\_\_ Date you are available to begin work \_\_\_\_\_

Type of employment desired  Full-time  Part-time  Temporary  Summer only

Are you willing to work  Overtime  Holidays  Weekends  Evenings  Nights

Is there any time that you cannot work? \_\_\_\_\_

For driver jobs only: Do you have a valid driver's license? Yes  No

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Class of License \_\_\_\_\_

Have you had your driver's license suspended or revoked in the last 3 years? \_\_\_\_\_

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# EMPLOYMENT HISTORY INFORMATION

**Work History: Current and previous 2 employers (Most current employer listed first)**

Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Date Started \_\_\_\_\_ Date Finished \_\_\_\_\_ Number of hours worked per week \_\_\_\_\_

Starting pay \_\_\_\_\_ Ending pay \_\_\_\_\_

Describe your duties \_\_\_\_\_

Rate your performance on this job on a scale from 1 - 10 (1=poor, 10=excellent) \_\_\_\_\_

What did you like most about this job? \_\_\_\_\_

What did you like least about this job? \_\_\_\_\_

How would your supervisor rate your performance? (1=poor, 10=excellent) \_\_\_\_\_

Reason for leaving \_\_\_\_\_

---

---

Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Date Started \_\_\_\_\_ Date Finished \_\_\_\_\_ Number of hours worked per week \_\_\_\_\_

Starting pay \_\_\_\_\_ Ending pay \_\_\_\_\_

Describe your duties \_\_\_\_\_

Rate your performance on this job on a scale from 1 - 10 (1=poor, 10=excellent) \_\_\_\_\_

What did you like most about this job? \_\_\_\_\_

What did you like least about this job? \_\_\_\_\_

How would your supervisor rate your performance? (1=poor, 10=excellent) \_\_\_\_\_

Reason for leaving \_\_\_\_\_

---

---

Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Date Started \_\_\_\_\_ Date Finished \_\_\_\_\_ Number of hours worked per week \_\_\_\_\_

Starting pay \_\_\_\_\_ Ending pay \_\_\_\_\_

Describe your duties \_\_\_\_\_

Rate your performance on this job on a scale from 1 - 10 (1=poor, 10=excellent) \_\_\_\_\_

What did you like most about this job? \_\_\_\_\_

What did you like least about this job? \_\_\_\_\_

How would your supervisor rate your performance? (1=poor, 10=excellent) \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## ADDITIONAL INFORMATION

Have you ever been convicted of a felony? Yes  No  If Yes, please explain.

\_\_\_\_\_

(this will not necessarily exclude you from consideration)

Have you ever been employed under a name other than the name on the application?  
If Yes, please explain.

\_\_\_\_\_

## EDUCATION INFORMATION

EDUCATION	NAME AND ADDRESS OF SCHOOL ATTENDED	COURSE OF STUDY	DID YOU GRADUATE (circle one)	DIPLOMA OR DEGREE
HIGH SCHOOL			Yes No attending	
COLLEGE OR UNIVERSITY			Yes No attending	
OTHER (SPECIFY)			Yes No attending	

List Languages in which you are fluent:

Speak \_\_\_\_\_ Read \_\_\_\_\_ Write \_\_\_\_\_

Speak \_\_\_\_\_ Read \_\_\_\_\_ Write \_\_\_\_\_

Speak \_\_\_\_\_ Read \_\_\_\_\_ Write \_\_\_\_\_

List any awards or special recognition you have received \_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT HISTORY INFORMATION

Have you ever worked for Sage Hospitality Resources? Yes  No

Where? \_\_\_\_\_ When? \_\_\_\_\_

What is the longest period you have ever held a job? \_\_\_\_\_ Why? \_\_\_\_\_

\_\_\_\_\_

What is the shortest period you have ever held a job? \_\_\_\_\_ Why? \_\_\_\_\_

\_\_\_\_\_

## SERVICE ORIENTATION INFORMATION

List 5 things you can do to ensure that a customer comes back:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Rate yourself on a scale from 1 to 5 (5 being excellent, 1 being poor) on the following as they relate to the position you have applied for:

Skills	_____	Enthusiasm	_____
Honesty	_____	Creativity	_____
Reliability	_____	Friendliness	_____
Ability to work with others	_____	Attention to detail	_____
Follow Safety Procedures	_____		

Are you a person that is always looking for ways to improve yourself or your job? \_\_\_\_\_  
How? \_\_\_\_\_

How would others describe your personality? \_\_\_\_\_

Sage Hospitality Resources should hire me because \_\_\_\_\_

## PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I understand that the employer may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre or post employment drug screen. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. **I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT MOTIVE.**

I have read, understand, and by my signature consent to these statements.

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

This application for employment will remain active for a limited time. Ask the hotel representative for details.