

Application must be completed in its entirety

Section 1: Personal Information

Last Name	First Name	Middle Initial	Primary Contact Number ()
Street Address		Apt #	Alternate Contact Number ()
City	State	Zip	E-mail Address
In order to permit a check of your work and education records, should we be aware of any change of or assumed name that you previously used? <input type="checkbox"/> Yes <input type="checkbox"/> No If <u>yes</u> , identify your other name(s) and the name(s) of the employers and relevant dates during which the names were used. _____			
If hired, can you present evidence of your U.S. citizenship or proof of your legal right to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No		Can you perform the essential functions of the job for which you have applied with or without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you of legal age to serve alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you eligible to receive any and all permits/licenses required by law to perform the position(s) sought? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Last school Attended		Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 If applicable, circle college level completed: 1 2 3 4	
Other Training or Trade School		Degrees/Licenses Held	

Section 2: Additional Information

Position Desired	Days/Hours Available to Work	Available Start Date
Availability to Work <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> On-Call	Are you willing to work overtime as requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	What interested you about the SVB & No. 850 Hotel?
Do you know anyone who works for (or has in the past worked for) SVB & No. 850 Hotel? If <u>yes</u> , please provide the name and department. <input type="checkbox"/> Yes <input type="checkbox"/> No	Referral Source <input type="checkbox"/> Employee Referral: _____ <input type="checkbox"/> Advertisement: _____ <input type="checkbox"/> Employment Agency: _____ <input type="checkbox"/> School/College: _____ <input type="checkbox"/> Other: _____	
Have you ever been terminated (discharged, fired) from employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: _____ _____ _____	Have you previously applied for a position with the SVB & No. 850 Hotel? <input type="checkbox"/> Yes <input type="checkbox"/> No If <u>yes</u> , for which position and when? Have you worked for SVB & No. 850 Hotel? <input type="checkbox"/> Yes <input type="checkbox"/> No If <u>yes</u> , please provide job title(s) and date(s).	

Section 3: Skills

Skills Summary <input type="checkbox"/> Hotel / Club Reservation Software <input type="checkbox"/> MS Office <input type="checkbox"/> Restaurant Point of Sales System <input type="checkbox"/> Type WPM: _____ <input type="checkbox"/> Personal Computer/ Tablet knowledge <input type="checkbox"/> Other: _____	Indicate all languages that you are able to read, write, and speak 1) _____ <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write 2) _____ <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write 3) _____ <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write
Describe any other special job-related skills, training, apprenticeships, or qualifications that would support your application _____ _____	

Section 4: U.S. Military Record

Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Service Branch	Discharge Type	Discharge Date	Final Rank
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Section 5: Employment History *List all employment for the past 10 years. Include an explanation for any gaps of employment. We will make every effort to contact previous employers; the correct telephone numbers of past employers is critical.*

Company Name	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Job Title
Street Address	City State Zip	Duties and Responsibilities
Supervisor	Telephone ()	
Dates Employed From: To:		
Reason for Departure		
Company Name	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Job Title
Street Address	City State Zip	Duties and Responsibilities
Supervisor	Telephone ()	
Dates Employed From: To:		
Reason for Departure		

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Company Name	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Job Title
Street Address	City State Zip	Duties and Responsibilities
Supervisor	Telephone ()	
Dates Employed From: To:		
Reason for Leaving		

Section 6: References *Include only individuals (not related to you) who have knowledge of your work performance.*

Name	Company	Position	Telephone ()	Years Known
_____	_____	_____	()	_____
_____	_____	_____	()	_____
_____	_____	_____	()	_____

Section 7: Applicant's Acknowledgement and Statement

- Federal law requires U.S. employers to verify the identity and eligibility to work in the U.S. for all new hires. The employee must also present his or her employer with acceptable documents evidencing identity and employment authorization within 3-days of starting employment.
- The SVB & No. 850 Hotel is an Equal Opportunity Employer and does not discriminate in hiring or employment in accordance with the requirements of all applicable local, state, and federal laws, on the basis of race, religious creed, color, national origin, ancestry, physical and mental disability, medical condition, marital status, sex, gender identity, age, or sexual origination.
- You are not required to disclose information about physical or mental disabilities that you believe will not interfere with performance in the job for which you are applying. However, if you wish the company to consider arranging reasonable accommodations due to a physical or mental disability, you may suggest the kind of accommodation you believe would be appropriate for consideration.
- The use, possession, or being under the influence of illegal drugs or alcohol while on company time is prohibited. In addition, being under the influence of legally prescribed medication that causes either physical or mental impairment or judgment or work performance while on company times is also prohibited.

PRE-EMPLOYMENT STATEMENT

- I hereby agree to submit to any lawful drug or integrity testing or post-offer medical examination that may be required as a condition of employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including termination. I authorize any physician, hospital, laboratory or collection site to release to the company results of any test or examination or other information which may be necessary to determine my ability to perform the duties of a job for which I am being considered, prior to employment or in the future during my employment with SVB & No. 850 Hotel.
- In consideration of my employment, I agree to conform to the rules and regulations of the company, and further agree that my employment and compensation are at-will of the company and can be terminated, with or without cause, and without notice, at any time at the option of either the company or myself. I understand that and agree that these terms can only be modified by Jeff Klein in writing. No supervisor, representative or agent or employee of the company has now or has had in the past any authority to enter into agreement for employment for a specified period of time or to make any agreement which is contrary to or a modification of the above terms, nor can any policies of the company either written or oral, modify the above terms.
- If employment is extended, I understand and agree that any and all disputes regarding my employment with the Company, including any disputes relating to the termination of my employment will be subject to the Alternative Dispute Resolution process, which includes final and binding arbitration. I also understand and agree, as a condition of employment, to submit any such disputes for resolution under that process, and I further agree to abide by and accept the decision of the arbitration panel as the final binding decision and resolution of any such disputes I may have.

APPLICANT'S STATEMENT

- I hereby authorize all educational institutions which I have attended, all branches of U.S. military service in which I have served, all my former employers, and all of their representatives to furnish to SVB & No. 850 Hotel or its representatives any and all information concerning my education, military service, and former employment. In addition, I hereby agree to hold harmless and to release all of said institutions, services, employers, and representatives from any and all claims that I may have, or which may arise against any and or all of them including SVB & No. 850 Hotel as a result of furnishing information to the company.
- I authorize SVB & No. 850 Hotel to conduct a thorough investigation of my past employment and authorize all references provided in this application to provide job- related information they may have about me. Furthermore, I agree to cooperate in such investigation, and release from all liability or responsibility SVB & No. 850 Hotel, all persons acting on its behalf and all persons and entities requesting or supplying such information to either of them.
- In consideration of my employment, I agree to conform to the rules and standards of SVB & No. 850 Hotel, as amended from time to time. I agree that if I am hired my employment will be terminable at-will, which means that I will not be employed for any specified time, and that I may quit and the company may end my employment at any time, without advance notice and without cause. I understand that no employee or representative of SVB & No. 850 Hotel other than Jeff Klein has any authority to enter into any agreement for my employment for any period of time or to make any agreement contrary to the foregoing. Further, if I am hired, no one may alter the at-will nature of the employment relationship unless SVB & No. 850 Hotel expresses a clear intent to do so in a specific written agreement signed by both Jeff Klein and me. I understand that, if I am hired, this application shall constitute the terms of my employment contract as an at-will employee of SVB & No. 850 Hotel, and it shall supersede any and all prior oral or written representations that may have been made to me.
- I hereby affirm that the information provided on this application (and the accompanying resume, if any) is true and complete to the best of my knowledge, and agree to have any of the statements checked by SVB & No. 850 Hotel unless I have indicated to the contrary. I understand that providing any false or misleading information or significant omissions may disqualify me from further consideration for employment and may result in my immediate termination if discovered at a later date.

Print Name _____

Signature _____

Date _____