

2700 S. Central Avenue • Marshfield, WI 54449

*www.HotelMarshfield.com*

*An Equal Opportunity Employer*

# APPLICATION FOR EMPLOYMENT

The following information is requested in order to help us make the best possible placement within the company. All portions of this application pertaining to you must be completed. We appreciate the time you spend in filling in this application form. The company, in accordance with State and Federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, physical or mental handicap or arrest record. We fully intend to comply with all State, Federal and Local employment laws.

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| Date: |  | | | | |  | | | Position Applied For: | | | |  | | | | | |
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| NAME: | | LAST | | | | | FIRST | | | | | | | | | | MIDDLE | |
|  | | | | | | | | | |  | | | | | | |  | |
| PRESENT ADDRESS | | | | | | | | | | CITY | | | | | | | STATE | ZIP CODE |
| ( ) | | | | | | | | | |  | | | | | | |  |  |
| PHONE NUMBER | | | | | | | | | |  | | | | | | |  |  |
| How long have you lived at the above address? | | | | | | |  | | | | | | | | | |  |  |
|  | | | | | | | | | |  | | | | | | |  |  |
| PREVIOUS ADDRESS | | | | | | | | | | CITY | | | | | | | STATE | ZIP CODE |
| How long have you lived at the above address? | | | | | | |  | | | | | | | | | |  |  |
| Are you 18 years old or over? | | | | | ☐ YES ☐ NO | | | | | If not, specify date of birth: | | | | | | |  | |
| Are you legally entitled to work in the United States? | | | | | | | | | ☐ YES ☐ NO | | | | | | | | | |
| Have you ever been convicted of a crime (felony and misdemeanor)? | | | | | | | | | | | ☐ YES ☐ NO | | | | | | | |
| If yes, please explain (this information will not necessarily bar your employment): | | | | | | | | | | | | | | |  | | | |
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| Date You Can Start: | | |  | | | | | | | Salary/Wage Desired: | | | | | |  | | |
| Are you applying for: | | | ☐ Full Time ☐ Part Time ☐ Temporary ☐ Days Only ☐ Nights Only ☐ Days/Nights | | | | | | | | | | | | | | | |
| Can you work overtime? | | | | ☐ YES ☐ NO | | | | | | | | | | | | | | |
| If one of our employees encouraged you to apply for work at Hotel Marshfield, please provide name: | | | | | | | | | | | | | |  | | | | |
| If related to anyone in this establishment, give name: | | | | | | | |  | | | | | | | | | | |

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| --- | --- | --- | --- |
| EDUCATION | | | |
| SCHOOL | NAME OF SCHOOL | EDUCATION COMPLETED | |
| GRADE | YEAR |
| HIGH SCHOOL |  |  |  |
|  | Graduate? ☐ YES ☐ NO | |
| COLLEGE or UNIVERSITY |  |  |  |
|  | Graduate? ☐ YES ☐ NO | |
| OTHERS  (specify) |  |  |  |
|  | Graduate? ☐ YES ☐ NO | |

# Do you have any experience performing the following jobs:

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| Maintenance: | | ☐ YES ☐ NO | | | | | | Describe: | | | | |  | | | |
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| Security: | ☐ YES ☐ NO | | | | | | Describe: | | | |  | | | | | |
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| Housekeeping: | | | ☐ YES ☐ NO | | | | | | Describe: | | | | |  | | |
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| Laundry: | ☐ YES ☐ NO | | | | | | Describe: | | | |  | | | | | |
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| Restaurant/Bar: | | | | ☐ YES ☐ NO | | | | | | Describe: | | | | |  | |
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| Sales/Marketing: | | | | ☐ YES ☐ NO | | | | | | Describe: | | | | |  | |
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| Administrative/Clerical: | | | | | | ☐ YES ☐ NO | | | | | | Describe: | | | |  |
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| Management Positions: | | | | | | ☐ YES ☐ NO | | | | | | Describe: | | | |  |
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| Other Hospitality Skills: | | | | |  | | | | | | | | | | | |
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| Can you perform the job duties and responsibilities as stated in the job description? | | ☐ YES ☐ NO |
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| If no, please describe: |  | |
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# EMPLOYMENT HISTORY

(List most recent position first)

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| 1. EMPLOYER | | | | | | | | | | | | |
|  |  |  | | | | | |  |  | | |  |
|  | Name |  | | | | | |  | DATES | | |  |
|  |  | | |  | | | |  |  |  | |  |
|  | Address | | |  | | | |  | From |  | |  |
|  |  | |  | | | | |  |  |  | |  |
|  | Phone | |  | | | | |  | To |  | |  |
|  |  | | |  | |  |  |  |  |  | |  |
|  | Position | | |  | | Supervisor |  |  | SALARY/WAGE | | |  |
|  |  | |  | | | | |  |  | |  |  |
|  | Duties | |  | | | | |  | Starting | |  |  |
|  |  | | | |  | | |  |  | |  |  |
|  | Reason for Leaving | | | |  | | |  | Ending | |  |  |
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| 2. EMPLOYER | | | | | | | | | | | | |
|  |  |  | | | | | |  |  | | |  |
|  | Name |  | | | | | |  | DATES | | |  |
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|  | Address | | |  | | | |  | From |  | |  |
|  |  | |  | | | | |  |  |  | |  |
|  | Phone | |  | | | | |  | To |  | |  |
|  |  | | |  | |  |  |  |  |  | |  |
|  | Position | | |  | | Supervisor |  |  | SALARY/WAGE | | |  |
|  |  | |  | | | | |  |  | |  |  |
|  | Duties | |  | | | | |  | Starting | |  |  |
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|  | Reason for Leaving | | | |  | | |  | Ending | |  |  |
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| 3. EMPLOYER | | | | | | | | | | | | |
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|  | Name |  | | | | | |  | DATES | | |  |
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|  | Address | | |  | | | |  | From |  | |  |
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|  | Phone | |  | | | | |  | To |  | |  |
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|  | Position | | |  | | Supervisor |  |  | SALARY/WAGE | | |  |
|  |  | |  | | | | |  |  | |  |  |
|  | Duties | |  | | | | |  | Starting | |  |  |
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|  | Reason for Leaving | | | |  | | |  | Ending | |  |  |
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| 4. EMPLOYER | | | | | | | | | | | | |
|  |  |  | | | | | |  |  | | |  |
|  | Name |  | | | | | |  | DATES | | |  |
|  |  | | |  | | | |  |  |  | |  |
|  | Address | | |  | | | |  | From |  | |  |
|  |  | |  | | | | |  |  |  | |  |
|  | Phone | |  | | | | |  | To |  | |  |
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|  | Position | | |  | | Supervisor |  |  | SALARY/WAGE | | |  |
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|  | Duties | |  | | | | |  | Starting | |  |  |
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|  | Reason for Leaving | | | |  | | |  | Ending | |  |  |
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| If you are presently working, may we contact your employer? | | ☐ YES ☐ NO |
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| If no, please describe: |  | |
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| Additional Comments: |  |
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PLEASE READ CAREFULLY

I certify that the information contained in this application is correct to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification from further consideration. I agree to conform to the rules and regulations of the company, and understand that 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. I further understand that no personnel recruiter or interviewer or other representative of the company, other than the President, has any authority to enter into any agreement for employment for any specified period of time.

I acknowledge that, in connection with my application for employment, promotion or assignment with Hotel Marshfield, I have been advised in writing that an investigative consumer report may be made as to my character, general reputation, personal characteristics and mode of living. I further acknowledge that I have been advised in writing by Hotel Marshfield that, upon written request, within a reasonable time, additional information as to the nature and scope of the report, if one is made, will be provided. This written request should be addressed to the Manager where the application is filed.

I hereby authorize all personnel, schools, companies, corporations, credit bureaus and law enforcement agencies to supply and all information concerning my qualifications for the position applied for, and release the same from any liability resulting from providing such information. I also acknowledge that, from time to time, Hotel Marshfield may be required to submit certain information with regard to my employment or application to various State and Federal Governmental agencies. I hereby authorize Hotel Marshfield to provide such information, and release the company, its agents, officers and subsidiaries from any liability resulting from submitting such information.

I hereby certify that all the statements and answers set forth on this application form are complete and true, and I understand that if, subsequent to employment, any of such statements and/or answers are found false or that information has been omitted, such false statements or omissions will be my immediate termination of my employment.

I acknowledge that Hotel Marshfield is an equal opportunity employer and my application will be considered based upon my qualifications only.

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| Signature of Applicant: |  | Date: |  |

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# DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

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|  | Interviewer’s Comments: | | | | |  | | | | | | | |  |
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|  | Hired: | ☐ YES ☐ NO | | | | | Starting Date: |  | | | | Pay Rate: |  |  |
|  |  | |  | | | | |  | | |  | | |  |
|  | Position 1: | |  | | | | | Position 2: | | |  | | |  |
|  |  | | |  | | | |  | |  | | | |  |
|  | Department: | | |  | | | | Hired by (Dept Mgr): | |  | | | |  |
|  |  | | | |  | | |  |  | | | | |  |
|  | Interviewed By: | | | |  | | | Approved By: |  | | | | |  |
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