

## APPLICATION FOR EMPLOYMENT



Atira Hotels is an equal opportunity employer. Atira Hotels does not discriminate in employment concerning race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status, or unfavorable discharge from military service or any other characteristic protected by law.

### PERSONAL INFORMATION

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Are you eligible to work in the U.S?  Yes  No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)  Yes  No

Have you ever been terminated from employment or asked to resign by an employer?  Yes  No

**If yes**, please provide company names and details \_\_\_\_\_

Can you work any shift?  Yes  No If no, explain: \_\_\_\_\_

Can you work overtime, including weekends?  Yes  No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  Yes  No

### EMPLOYMENT DESIRED

Date you are available to start: \_\_\_\_\_

Position desired: (Please Circle): Housekeeping | Maintenance | Food & Beverage | Front Desk

Are you currently employed? Yes / No

If so, may we contact your present employer? Yes / No

### REFERRAL SOURCE

How did you hear about us?  Walk-In  Advertisement  Referral  Other

Have you ever worked for this company before?  Yes  No Explain \_\_\_\_\_

Do you know anyone who works for our company? Yes No If yes, who? \_\_\_\_\_

EDUCATION	Name and location of the school	Degree	Subjects studied/Major
High School		Yes/ No	
College or University		Yes/ No	
Other/Trade School		Yes/No	

### REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Phone/Email	Years Acquainted
1		
2		
3		

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backward in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

**Please read carefully before signing.**

I understand that neither completing this application nor any other part of my consideration for employment establishes any obligation for Atira to hire me. If I am hired, I understand that either [Company Name] or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of [Company Name] has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to [Company Name] true and complete information on this application. No requested information has been concealed. I authorize [Company Name] to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

**Your employment is contingent on a satisfactory background check.**

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

**THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.**