



COMFORT INN & QUALITY INN
Equal Opportunity Employers
EMPLOYMENT APPLICATION



It is the policy of this company to provide equal opportunity for all qualified persons and not to discriminate against any employee or applicant for employment because of age, race, creed, color, sex, or national origin.

Please print and make sure your answers are legible and that the application is completed in full.

PERSONAL INFORMATION				
Name _____		Date _____		
Last	First	Middle		
Current Address _____				
Street	City	State	How long?	
Previous Address _____				
Street	City	State	How long?	
Please list all other states and counties you have lived in over the last 5 years - _____				
Phone _____		Cell Phone (if different) _____		
Social Security Number _____		E-Mail _____		
Have you ever applied or been employed by this company? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, when? _____		Where? _____		Supervisor's Name _____
Are any of your relatives currently employed by this company? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, list name(s) and relationship(s) to you: _____				
If hired, can you provide proof that you are eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you at least 18 years old?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If not, do you have a work permit?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever been convicted of a crime?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, give date, place, and nature of crime. (Convictions will not necessarily disqualify applicant; each case is considered individually.)				
EMPLOYMENT DESIRED				
Position applying for: _____		Wage/Salary Desired: _____		Date available: _____
Applying for: <input type="checkbox"/> Part-time		<input type="checkbox"/> Full-time		If part-time, how many hours per week _____
If applicable to desired position, please complete the information in this box.				
Are you willing to work overtime as required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Nights ? <input type="checkbox"/> Yes <input type="checkbox"/> No	Weekends ? <input type="checkbox"/> Yes <input type="checkbox"/> No	Holidays ? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If hired would you be willing to commit to work with us for at least 9 months?				<input type="checkbox"/> Yes <input type="checkbox"/> No

Please note: If you were known by another name at a previous place of employment, please state the other name and date of use.

WORK EXPERIENCE

Name and Address of present or last employer	From Mo/yr	To Mo/Yr	Starting Wage	Ending Wage	Reason for Leaving	Supervisor

	Describe the work you did (Title):
Telephone	

Name and Address of present or last employer	From Mo/yr	To Mo/Yr	Starting Wage	Ending Wage	Reason for Leaving	Supervisor

	Describe the work you did (Title):
Telephone	

Name and Address of employer prior to that	From Mo/yr	To Mo/Yr	Starting Wage	Ending Wage	Reason for Leaving	Supervisor

	Describe the work you did (Title):
Telephone	

Name and Address of employer prior to that	From Mo/yr	To Mo/Yr	Starting Wage	Ending Wage	Reason for Leaving	Supervisor

	Describe the work you did (Title):
Telephone	

I hereby give permission to contact the employers listed above concerning my prior work experience.

Signed _____

If there is a particular employer(s) you do not wish to contact, please indicate which one(s):

OTHER INFORMATION

If you have dependent children, has child care been arranged? Yes No

Do you have reliable transportation? Yes No

Do you use tobacco? Yes No

Do you drink alcoholic beverages? Yes No

Do you use narcotics or any other illegal drugs? Yes No

Have you ever been convicted of a crime? Yes No

Are you seeking full time _____ or part-time _____ employment?

How many days per week would you like to work? _____

Are there any days that you cannot work? Yes No

If yes, explain:

Please indicate your reason for applying for employment.

1. Wish to change employment _____

2. Have experience in the lodging industry. _____

3. Unemployed _____

4. Other _____

Please explain answer: _____

Are you currently working any other job that you plan to keep? Yes No

If yes, list shifts that you currently work: _____

Front Desk Positions: Check all shifts you are willing to work and indicate shift preference (1, 2, 3)

_____ 7:00 a.m. - 3:00 p.m. _____ 3:00 p.m. - 11:00 p.m. _____ 11:00 p.m. - 7:00 a.m.

Housekeeping Positions: Do you have any back or knee injuries that will hinder your ability to perform

typical housekeeping duties? Yes No

Date: _____

Signature: _____

Certification of Agreement

I certify that all information on this application is true and correct. I also certify that I have accounted for all of my work experience and training on this application. It is my understanding that Quality Inn & Suites may make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers or oral interviews. I authorize such investigation and the giving and receiving of any information requested Quality Inn & Suites and I release from liability any person giving or receiving