



An Equal Opportunity Employer

Employment Application

Please Print or Type

Date

Last Name

First Name

Middle Name

Present Address

Street

City

State

Zip Code

Permanent Address

Street

City

State

Zip Code

Primary Phone Number

Secondary Phone Number

Email Address

Employment Desired

Position applying for: _____

Personal Information

How did you hear about our company and this job opening? _____

Have you ever previously applied to work for Hospitality House? Yes No

If yes, when? _____?

Why are you applying for work at Hospitality House? _____

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)

Yes No

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

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.

Education, Training, and Experience

School	Name and Address	No. of Years	Did you graduate?	Degree or Diploma
High School	_____ Name _____ Address _____ City _____ State _____ Zip code _____	_____	___ Yes ___ No	_____
College/ University	_____ Name _____ Address _____ City _____ State _____ Zip code _____	_____	___ Yes ___ No	_____
Vocational/ Business	_____ Name _____ Address _____ City _____ State _____ Zip code _____	_____	___ Yes ___ No	_____
Healthcare	_____ Name _____ Address _____ City _____ State _____ Zip code _____	_____	___ Yes ___ No	_____

Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). You must complete this section even if attaching a resume.

Name of Employer

Phone Number

Type of Business

Your Supervisor's Name

Address

City

State

Zip code

Dates of Employment: _____
From To

Current Employer? Yes No

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

Name of Employer

Phone Number

Type of Business

Your Supervisor's Name

Address

City

State

Zip code

Dates of Employment: _____
From To

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

_____	_____	_____
First Name	Last Name	Phone Number

Address		
_____	_____	_____
City	State	Zip code
_____	_____	
Occupation	No. of Years Acquainted	

_____	_____	_____
First Name	Last Name	Phone Number

Address		
_____	_____	_____
City	State	Zip code
_____	_____	
Occupation	No. of Years Acquainted	

_____	_____	_____
First Name	Last Name	Phone Number

Address		
_____	_____	_____
City	State	Zip code
_____	_____	
Occupation	No. of Years Acquainted	

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ Initial I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ Initial I hereby authorize Foothill House of Hospitality dba Hospitality House to thoroughly investigate my references, work record, education and other matters related to my suitability for employment unless otherwise specified above. I further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ Initial I understand that nothing contained in the application or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

_____ Initial In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

_____ Date _____ Applicant's Signature

Optional

_____ Initial This Company conducts internal background checks and may search public records. I am entitled to copies of any such public records obtained by the Company unless I mark the check box below.

If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

"Public records" are defined by California state law and means records documenting an "arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment." (Civil Code section 1786.53) Any public records request performed by internal personnel employed by the Company will only be conducted and used to the extent allowed by federal, state or local law, including any laws governing use of criminal history information.

I waive receipt of a copy of any public record described in the paragraph above.

_____ Date _____ Applicant's Signature