

# THE WESTIN POINSETT

GREENVILLE

## EMPLOYMENT APPLICATION

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(PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE)

**THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT** but merely is intended to evaluate suitability for employment. It is the policy of the company to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under state and federal law. It is also the policy of the company to have the option of conducting pre-employment screening before a job offer is made. If a job offer is made, employment may be contingent upon the successful completion of a medical examination, which may include providing body substance samples. This application will remain active for 180 days.

### PERSONAL INFORMATION

Last Name	First	MI
Primary Phone	Email Address	
Current Street	City	State
	Zip	Since (Mo/Yr)

### EDUCATION

High School	City, County & State	Did you earn a Diploma?
College/University	City, State	Areas of Study
Other Education	City, State	Areas of Study

### EMPLOYMENT INFORMATION

Position Applied For:	Date You Can Start Work:	Desired Salary: \$
Do You Prefer: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Can You Work: <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings	
How were you referred to us?	Name of referring employee:	
MAY WE CONTACT YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO		

### EMPLOYMENT HISTORY

Please list below your last three employers beginning with the most recent:				
Most Recent Employer	City	State	Zip Code	Phone
Position	Begin and End Dates:	Final Pay Rate	Supervisor	
		\$		
Duties		Reason for Leaving		

### EMPLOYMENT HISTORY, CONTINUED

Next Most Recent Employer	City	State	Zip Code	Phone
Position Held	Begin and End Dates:	Final Pay Rate \$	Supervisor	
Duties		Reason for Leaving		
Next Most Recent Employer	City	State	Zip Code	Phone
Position Held	Begin and End Dates:	Final Pay Rate \$	Supervisor	
Duties		Reason for Leaving		
List any professional licenses, designations, certifications, etc. that may relate to the position applied for. Include date granted, name of organization, and any other relevant information:				

Please answer all of the following questions. When necessary, note question number and use an extra paper to provide explanations:

- Are you at least 18 years of age and legally eligible for work in the United States? ☐ YES ☐ NO
- Will you work overtime when necessary? ☐ YES ☐ NO
- Have you ever been discharged or asked to resign from a job? (If yes, please explain) ☐ YES ☐ NO
- Have you ever been convicted of or pled guilty to a felony or other crime? (If yes, please ☐ YES ☐ NO

### APPLICANT'S CERTIFICATION AGREEMENT

- I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information, and I also release the company from all liability that might result from making the investigation.
- I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.
- I agree, if I am offered and accept a position, to conform to all existing and future Company rules and regulations and I understand that the Company reserves the right to change wages, hours and working conditions as deemed necessary. **I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.**
- I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.
- The Westin Poinsett Hotel is an equal opportunity employer and offers equal employment opportunity to all, based upon individual merit and does not discriminate on the basis of race, color, religion, national origin, sex, age, or any other protected class. The questions from the application are not intended to be discriminatory in nature and applicants are not required to submit any information which could be used for discriminatory purposes.
- I understand that the Company has a Drug and Alcohol Policy that provides for pre-employment testing. Consent to and compliance to such Policy is a condition of my employment. The Westin Poinsett Hotel requires associates to submit to a drug and/or alcohol test in the event of work-related accidents, injury, or other circumstances. Failure to submit to or pass a drug or alcohol test will be grounds for immediate dismissal.
- I understand that my employment with the Westin Poinsett Hotel is contingent upon passing the background investigation. If the outcome is unfavorable, employment will be rescinded and/or terminated.
- I have read and reviewed the information provided in this application and the above statements. By signing this application for employment I certify that I have read, understand, and will comply with all parts of it and have answered all questions completely and fully.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_