

# THE NANTUCKET HOTEL & RESORT

## Employment Application ~ 2015

Equal access to programs, services and employment is available to all persons. Those applicants requiring special accommodation for the application and /or interview process should notify a representative of the Human Resources Department.

### Application Information

Date \_\_\_\_\_

Position(s) applied for \_\_\_\_\_

Full Name

*Last*

*MI*

*First*

Mailing Address

*Street Address*

*Apt. #*

*City*

*State*

*Zip*

Phone/Cell #

Email Address

If you are under 18, what is your birthdate? \_\_\_\_\_

Have you ever been employed at this hotel, the Winnetu or Stanmar, Inc. before? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, give dates and positions \_\_\_\_\_

Are you legally eligible for employment in this country? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you an American Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ Do you have a SS#? Yes \_\_\_\_\_ No \_\_\_\_\_

If you do not have a social security number, proof must be given that you have applied for your social

security number. Are you a: J-1 Visa applicant \_\_\_\_\_ H2B Visa applicant \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain. \_\_\_\_\_

Do you need housing? \_\_\_\_\_

Date available for work \_\_\_\_\_ Ending date \_\_\_\_\_

What is your desired salary range? \_\_\_\_\_

Type of employment desired? Full time \_\_\_\_\_ Part Time \_\_\_\_\_ Year Round \_\_\_\_\_ Seasonal \_\_\_\_\_

Do you have a Driver's License? If so, what State \_\_\_\_\_

## Employment History

**Employer #1** \_\_\_\_\_

Telephone # \_\_\_\_\_

City/State \_\_\_\_\_

Dates Employed From \_\_\_\_\_ To \_\_\_\_\_

Compensation (Starting) Hourly \_\_\_\_\_ \$ \_\_\_\_\_ Salary \_\_\_\_\_ \$ \_\_\_\_\_

Job Title \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Why did you leave? \_\_\_\_\_

May we contact this person for a reference? Yes \_\_\_\_\_ No \_\_\_\_\_

**Employer #2** \_\_\_\_\_

Telephone # \_\_\_\_\_

City/State \_\_\_\_\_

Dates Employed From \_\_\_\_\_ To \_\_\_\_\_

Compensation (Starting) Hourly \_\_\_\_\_ \$ \_\_\_\_\_ Salary \_\_\_\_\_ \$ \_\_\_\_\_

Your Job Title \_\_\_\_\_

Your Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Why did you leave? \_\_\_\_\_

May we contact this person for a reference? Yes \_\_\_\_\_ No \_\_\_\_\_

## Skills & Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

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Please also list all computer skills. \_\_\_\_\_

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## Educational Background

Starting with your most recent school attended, provide the following information.

**School #1** \_\_\_\_\_

City, State \_\_\_\_\_

Years Completed \_\_\_\_\_ Diploma \_\_\_\_\_ Degree \_\_\_\_\_ GED \_\_\_\_\_ Other \_\_\_\_\_

GPA \_\_\_\_\_ or Class Rank \_\_\_\_\_

Major/Minor \_\_\_\_\_

**School #2** \_\_\_\_\_

City, State \_\_\_\_\_

Years Completed \_\_\_\_\_ Diploma \_\_\_\_\_ Degree \_\_\_\_\_ GED \_\_\_\_\_ Other \_\_\_\_\_

GPA \_\_\_\_\_ or Class Rank \_\_\_\_\_

Major/Minor \_\_\_\_\_

**School #3** \_\_\_\_\_

City, State \_\_\_\_\_

Years Completed \_\_\_\_\_ Diploma \_\_\_\_\_ Degree \_\_\_\_\_ GED \_\_\_\_\_ Other \_\_\_\_\_

GPA \_\_\_\_\_ or Class Rank \_\_\_\_\_

Major/Minor \_\_\_\_\_

## Military Service

Branch \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_

If other than honorable, explain \_\_\_\_\_

## References

List name and telephone numbers of three business/work references who are not related to you. If not applicable, list three school and personal references who are not related to you.

**Reference #1** \_\_\_\_\_

Title \_\_\_\_\_ Relationship to you \_\_\_\_\_

Telephone # \_\_\_\_\_ # of years known \_\_\_\_\_

**Reference #2** \_\_\_\_\_

Title \_\_\_\_\_ Relationship to you \_\_\_\_\_

Telephone # \_\_\_\_\_ # of years known \_\_\_\_\_

**Reference #3** \_\_\_\_\_

Title \_\_\_\_\_ Relationship to you \_\_\_\_\_

Telephone # \_\_\_\_\_ # of years known \_\_\_\_\_

**Applicant Statement**

I certify that all information I have provided to apply for and secure work with the employer is true, complete and correct. I expressly authorize, without reservation, the employer to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume and job interview. I hereby waive any and all rights and claims I may have regarding the employer for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me. This includes the background check.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application. If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice and the employer reserves the same right to terminate my employment at any time with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurance to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the General Manager. I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any aspect, will be sufficient cause to eliminate me from further consideration for employment or may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT CHECK BOX UNTIL YOU HAVE READ ALL THE ABOVE APPLICANT STATEMENT.**



I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Date