

**CAPITAL PLAZA HOTEL**  
**Employment Application**



**APPLICANT INFORMATION**

|   |  |                              |                             |   |      |
|---|--|------------------------------|-----------------------------|---|------|
| Last Name                                 |  | First                        |                             | M.I.  | Date |
| Street Address                            |  |                              |                             | Apartment/Unit #  |      |
| City                                      |  | State                        |                             | ZIP   |      |
| Phone                                     |  | E-mail Address               |                             |   |      |
| Date Available                            |  | Social Security No.          |                             | Desired Salary  |      |
| Position Applied for                      |  |                              |                             |   |      |
| Are you a citizen of the United States?   |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/> |      |
| Have you ever worked for this company?    |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when?  |      |
| Have you ever been convicted of a felony? |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain   |      |

**EDUCATION**

|             |    |                   |                              |                             |        |
|-------------|----|-------------------|------------------------------|-----------------------------|--------|
| High School |    | Address           |                              |                             |        |
| From        | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |
| College     |    | Address           |                              |                             |        |
| From        | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |
| Other       |    | Address           |                              |                             |        |
| From        | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |

**REFERENCES**

*Please list three professional references.*

|           |  |              |  |
|-----------|--|--------------|--|
| Full Name |  | Relationship |  |
| Company   |  | Phone        |  |
| Address   |  |              |  |
| Full Name |  | Relationship |  |
| Company   |  | Phone        |  |
| Address   |  |              |  |
| Full Name |  | Relationship |  |
| Company   |  | Phone        |  |
| Address   |  |              |  |

**PREVIOUS EMPLOYMENT**

|   |                    |                    |  |
|---|--------------------|--------------------|--|
| Company   |                    | Phone              |  |
| Address   |                    | Supervisor         |  |
| Job Title   | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities  |                    |                    |  |
| From  | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |                    |  |
| Company   |                    | Phone              |  |
| Address   |                    | Supervisor         |  |
| Job Title   | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities  |                    |                    |  |
| From  | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |                    |  |
| Company   |                    | Phone              |  |
| Address   |                    | Supervisor         |  |
| Job Title   | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities  |                    |                    |  |
| From  | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |                    |  |

**MILITARY SERVICE**

|                                  |                   |    |
|----------------------------------|-------------------|----|
| Branch                           | From              | To |
| Rank at Discharge                | Type of Discharge |    |
| If other than honorable, explain |                   |    |

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date