



APPLICATION FOR EMPLOYMENT

This Organization is an Equal Opportunity Employer. All applicants and associates are considered for employment, development, advancement and compensation based upon their skills and performance, without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other protected category under the law. This form is designed to elicit data regarding an applicant's ability to successfully perform the job for which she/he is applying.

PERSONAL INFORMATION - Please print

Name: _____ Date of Application: _____

Address: _____ Phone(s): _____

City: _____ State, Zip: _____

EMPLOYMENT INFORMATION

Position(s) Applied for: _____ Date available : _____

Wage/Salary Desired: _____ Full time: Part Time: Seasonal:

How were you referred to our hotel? _____

Are there days you can't work? Yes No Hours available: _____

The hotel operates 24/7. Although management will attempt to accommodate individual preferences, business needs at times may make the following conditions mandatory; overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these conditional of my continuing employment. Please initial _____

Have you worked for this company and/or hotel before? If so, please specify the location and dates:

Have you ever used another name? Yes No If yes, please specify the name and dates:

Are you over age 18: Yes No Are you eligible to work in the USA? Yes No

I understand that an offer of employment, and my continued employment with the hotel is contingent upon satisfactory proof of my authorization to work in the United States. Please Initial _____

EMPLOYMENT HISTORY – Please start with the most recent.

Company: _____ Last position held: _____
Address: _____
Supervisor, Title: _____ Phone: _____
Hire Date: _____ End Date: _____ Beginning salary _____ Ending salary _____
Reason for leaving: _____ May we contact this employer Yes No
Description of duties: _____

Company: _____ Last position held: _____
Address: _____
Supervisor, Title: _____ Phone: _____
Hire Date: _____ End Date: _____ Beginning salary _____ Ending salary _____
Reason for leaving: _____ May we contact this employer Yes No
Description of duties: _____

Company: _____ Last position held: _____
Address: _____
Supervisor, Title: _____ Phone: _____
Hire Date: _____ End Date: _____ Beginning salary _____ Ending salary _____
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Description of duties: _____

Company: _____ Last position held: _____
Address: _____
Supervisor, Title: _____ Phone: _____
Hire Date: _____ End Date: _____ Beginning salary _____ Ending salary _____
Reason for leaving: _____ May we contact this employer Yes No
Description of duties: _____

INSTRUCTIONS FOR ANSWERING CRIMINAL CONVICTION INQUIRY

Connecticut Applicants: Applicants are not required to disclose the existence of any arrest, criminal charge, or conviction, the records of which have been erased. Criminal records subject to erasure are records pertaining to a finding of delinquency or the fact that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle (not prosecuted), a criminal charge for which the person was found not guilty, or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been erased is deemed to have never been arrested within the meaning of the law as it applies to the particular proceedings that have been erased, and may so swear under oath.

District of Columbia: Do not identify convictions more than ten (10) years old. Do not identify any expunged criminal records relating to illegal drugs.

Florida Applicants: Do not include information regarding felony convictions that have been expunged from your criminal record or placed under seal by a state or federal court.

Georgia Applicants: Do not identify any guilty plea that was discharged by the court under Georgia's First Offender Act.

Hawaii Applicants: Do not answer this question at this time. You will only have to answer this question if you receive a conditional offer of employment. At that time you will be asked whether you have been convicted of a crime within the past ten (10) years.

Massachusetts Applicants: An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

Texas Applicants: Do not include information regarding felony convictions that have been expunged from your criminal record or information regarding juvenile court proceedings that have been placed under seal.

Washington Applicants: Do not identify any conviction that is more than ten (10) years old at the time of making this application.

Security Data

Please note that a "yes" answer to any of the following questions will not necessarily disqualify you from employment. Factors such as the age and time of the offense, seriousness and nature of the violation, and rehabilitation will be considered when making any employment decisions.

HAVE YOU EVER BEEN CONVICTED OF A CRIME? Do not include convictions that were sealed or expunged pursuant to a court order. **NOTE:** Before answering this question regarding criminal convictions please refer to the instructions above if you reside or are applying for a position in the states listed above.

YES NO Please explain any "YES" answer. Use additional paper if necessary.

ARE YOU CURRENTLY AWAITING TRIAL FOR ANY CRIMINAL OFFENSE?

YES NO Please explain any "YES" answer. Use additional paper if necessary.

HAVE YOU EVER INITIATED AN ACT OF VIOLENCE IN THE WORKPLACE?

YES NO Please explain any "YES" answer. Use additional paper if necessary.

A material misrepresentation or deliberate omission of a fact on my application may be justification for refusal of employment or, if employed, termination by Prospera Hospitality. Please initial: _____



**EQUAL EMPLOYMENT
OPPORTUNITY DATA**

Prospera is an Equal Opportunity Employer

As an employer we are subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we invite you to voluntarily self-identify your race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Print Name: _____

Date: _____

Sex: Male _____ Female _____

Are you of Hispanic or Latino ethnicity? Yes _____ No _____

What race groups do you primarily associate yourself with? Check all that apply below.

- Race/Ethnicity: _____ **White (Not of Hispanic Origin)**
All persons having origins in any of the original peoples of Europe, North Africa or the Middle East
- _____ **Black or African American**
All persons having origins in any of the Black racial groups of Africa.
- _____ **Hispanic or Latino**
All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- _____ **Asian**
All persons having origins in any of the original peoples of the Far East, Southeast Asia and the Indian Subcontinent. This area includes, for example, China, Japan and Korea.
- _____ **Native Hawaiian or other Pacific Islander**
This includes the Pacific Islands of the Philippines and Samoa.
- _____ **American Indian/Alaskan Native**
All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.