

APPLICATION FOR EMPLOYMENT

SHERATON SYRACUSE UNIVERSITY HOTEL & CONFERENCE CENTER

EQUAL OPPORTUNITY EMPLOYER - THE COMPANY DOES NOT DISCRIMINATE IN HIRING OR EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, DISABILITY, VETERAN STATUS OR ANY OTHER PROHIBITED BASIS OF DISCRIMINATION UNDER APPLICABLE LAWS. NO QUESTION ON THIS APPLICATION IS INTENDED TO SECURE INFORMATION TO BE USED IN SUCH DISCRIMINATION.

POSITION FOR WHICH YOU BELIEVE YOURSELF TO BE THE MOST QUALIFIED: _____ DATE: _____

NAME _____ SOCIAL SECURITY NO. _____
Last First Middle - -

CURRENT ADDRESS _____
Street City State Zip Code

HOME PHONE () _____ BUSINESS PHONE () _____ (OPTIONAL)

ANSWER ONLY IF YOU ARE UNDER AGE 18. CAN YOU FURNISH A WORK PERMIT? _____ YES _____ NO

PLACEMENT INFORMATION

AVAILABLE FOR: _____ FULL TIME _____ PART TIME _____ ON CALL _____ SEASONAL (FROM: _____ TO: _____)

WHEN ARE YOU AVAILABLE TO BEGIN WORK?: _____

SPECIFY THE HOURS YOU ARE AVAILABLE TO WORK FOR EACH DAY OF THE WEEK:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

(Although Management makes an effort to accommodate individual preferences, business needs may at times make the following conditions of employment mandatory: overtime, shift work, a rotating work schedule and a work schedule other than Monday through Friday. There is no guarantee of fixed hours.)

HAVE YOU WORKED AT THIS HOTEL BEFORE? _____ IF YES LIST THE POSITION & EMPLOYMENT DATES:

HOW WERE YOU REFERRED TO US? _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____ YES _____ NO (IF YES, DESCRIBE BRIEFLY, THE CIRCUMSTANCES OF YOUR CONVICTION, INDICATING THE DATE, NATURE AND PLACE OF THE OFFENSE AND DISPOSITION OF THE CASE. A FELONY CONVICTION WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT SINCE THIS WILL BE LOOKED AT AS ONLY ONE OF THE FACTORS CONSIDERED IN THE EMPLOYMENT DECISION):

EDUCATIONAL BACKGROUND

<u>Name and Location of School Attended</u>	<u>Graduated?</u>	<u>Type of Degree, Certificate or Diploma</u>	<u>Major/Minor Field of Study</u>
High School	____ Yes ____ No	_____	_____
College/University	____ Yes ____ No	_____	_____
Other	____ Yes ____ No	_____	_____

SKILLS AND QUALIFICATIONS

SUMMARIZE ANY SPECIAL SKILLS, OFFICE EQUIPMENT, COMPUTER LITERACY, AND OTHER QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR PAST EXPERIENCES THAT MAY QUALIFY YOU FOR THE POSITION FOR WHICH YOU HAVE APPLIED.

EMPLOYMENT HISTORY

COMPLETE EMPLOYMENT HISTORY STARTING WITH PRESENT/LAST POSITION FIRST (INCLUDING MILITARY SERVICE); IF POSITIONS HELD MORE THAN 10 YEARS AGO, DATES NEED NOT BE PROVIDED. **(PLEASE COMPLETE THIS SECTION WHETHER OR NOT YOU ARE ATTACHING A RESUME.)**

Firm Name _____	Position held _____	From: Mo. Yr.	To: Mo. Yr.	Salary Start	End
Address _____	Supervisor _____	____ / ____	____ / ____	\$ ____	\$ ____
City/State/Zip _____	Job Responsibilities _____				
Phone No. _____	Reason for Leaving _____				

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

Firm Name _____	Position held _____	From: Mo. Yr.	To: Mo. Yr.	Salary Start	End
Address _____	Supervisor _____	____ / ____	____ / ____	\$ ____	\$ ____
City/State/Zip _____	Job Responsibilities _____				
Phone No. _____	Reason for Leaving _____				

Firm Name _____	Position held _____	From: Mo. Yr.	To: Mo. Yr.	Salary Start	End
Address _____	Supervisor _____	____ / ____	____ / ____	\$ ____	\$ ____
City/State/Zip _____	Job Responsibilities _____				
Phone No. _____	Reason for Leaving _____				

PERSONAL/PROFESSIONAL REFERENCES

Name	Phone No.	Job Title	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- **I certify that the information I have given on this application & any resume I have submitted is true & complete & understand, should I be hired, any misrepresentation or concealment of information may result in my discharge at any time.**
- I hereby attest, under penalty of perjury, that I am lawfully permitted to work in the United States. I understand that if an offer of employment is made, I will be required to present satisfactory documentation of personal identity and employability as a condition of employment.
- I hereby authorize the Company to investigate my records with my employers, schools, organizations, references and creditors and, where deemed necessary, to obtain a consumer report as defined in Section 603(d) of the Fair Credit Reporting Act; and I release the Company and all informants from any and all liability which might arise out of such an investigation. I understand that should employment be denied based upon information contained in a consumer report obtained from a consumer reporting agency, the Company will supply the name and address of the consumer reporting agency.
- If hired, I agree to abide by the policies and expectations of the Company and understand that my employment is "at will" and can be terminated by me or by the Company at any time with or without cause subject only to applicable requirements of law and I will be paid only for services rendered at the time of my termination. In the event the Company advances me moneys or other items of value, or I otherwise become indebted financially to the Company, I agree to repay the Company and also agree any wages due me upon termination may be offset by payroll deduction of such moneys due the Company.
- Nothing herein or during my employment shall be considered an employment contract and I understand no party has authority to vary the foregoing conditions, with the sole exception of written variances signed by a duly authorized corporate officer of the Company.

SIGNATURE

DATE (Note: this application expires in 90 days.)