

Application for Employment

Charley Creek Inn

111 West Market Street | Wabash, Indiana 46992
T: 260.563.0111 F: 260.563.7488
www.charleycreekinn.com

Please Print

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

Name _____ Social Security # _____
Last First Middle - -
Address _____
Street City State Zip Code
Telephone # () _____ Cell/Other Phone # () _____ E-mail Address _____
Position(s) applied for: _____ Date of application ____/____/20 ____

Referral Source (Please check the appropriate category and name the source.)

Walk-in _____ Hotel Website _____
Employee _____ Advertisement _____ School _____
Job Fair _____ Staffing Agency _____ Other _____
Government Employment Agency _____

If necessary, best time to call you at home is: _____

Will you travel if job requires it?..... Yes No

May we contact you at work?..... Yes No

Can you work nights, weekends, overtime? Yes No

If yes, work number and best time to call:

If no, please explain: _____

() _____ AM PM

If under 18, can you furnish a work permit?..... Yes No

Driver's license number required if driving may be required in the job for which you are applying:

Have you submitted an application here before?..... Yes No

_____ State _____

If yes, give date(s) and position(s): _____

Have you ever been bonded? Yes No

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be taken into account.

Have you ever been employed here before?..... Yes No

If yes, give date(s) and position(s): _____

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

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

If yes, please provide dates(s) and details: _____

Date available for work / /20 ____

What is your desired salary range or hourly rate of pay?

\$ _____ Per _____

Type of employment desired:

Full-Time Part-Time Temporary Seasonal

EMPLOYMENT HISTORY Starting with your most recent employer, provide the following information.

Employer	Telephone #
Street Address _____ City _____ State _____	
Starting job title / final job title _____	
Immediate supervisor and title (for most recent position) _____	
May we contact for a reference? Yes No Later	
Summarize work performed and job responsibilities. _____	
What did you like most about your position? _____	
What did you like least about your position? _____	

Dates employed:
From ____/____/____ To ____/____/____
Starting compensation:
Hourly Salary \$ _____ per _____
Final compensation:
Hourly Salary \$ _____ per _____
Commission/Bonus \$ _____

Employer _____	Telephone # _____	Dates employed: From ____ / ____ / ____ To ____ / ____ / ____ . Starting compensation: Hourly Salary \$ _____ per _____. Final compensation: Hourly Salary \$ _____ per _____. Commission/Bonus \$ _____ .
Street Address _____	City _____ State _____	
Starting job title / final job title _____		
Immediate supervisor and title (for most recent position) _____		
May we contact for a reference? Yes No Later		
Summarize work performed and job responsibilities. _____		
What did you like most about your position? _____		
What did you like least about your position? _____		

Employer _____	Telephone # _____	Dates employed: From ____ / ____ / ____ To ____ / ____ / ____ . Starting compensation: Hourly Salary \$ _____ per _____. Final compensation: Hourly Salary \$ _____ per _____. Commission/Bonus \$ _____ .
Street Address _____	City _____ State _____	
Starting job title / final job title _____		
Immediate supervisor and title (for most recent position) _____		
May we contact for a reference? Yes No Later		
Summarize work performed and job responsibilities. _____		
What did you like most about your position? _____		
What did you like least about your position? _____		

- attach a supplementary sheet or resume for additional employment history -

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

School / City / State	Years Completed	Completed	Major / Minor
		Diploma _____ Degree _____ Certification _____ Other _____	
		Diploma _____ Degree _____ Certification _____ Other _____	
		Diploma _____ Degree _____ Certification _____ Other _____	

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

REFERENCES List name and telephone number of three business/work references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Title	Relationship to You	Telephone	Years Known
			()	
			()	
			()	

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with the Charley Creek Inn is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents 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, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, 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.

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 any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 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 for me 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 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 assurances 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 sign by the employer's CEO.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization 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 respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge for the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

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

Signature of Applicant _____ **Date** ____ / ____ /20 ____ .