

# APPLICATION FOR EMPLOYMENT



**IMPORTANT NOTICE:** If you need assistance in completing this Application, please consult someone in the Human Resources Department. Applicants should be extremely careful as they complete this Application. Trust Hospitality (the "Company") utilizes a sophisticated and detailed background and pre-employment investigation process. This process frequently discloses inaccurate, false, and/or incomplete or omitted information. Should this process determine any inaccurate or incomplete information, it could result in you either being disqualified from employment with the Company as an applicant, or termination if the inaccuracies are discovered subsequent to your employment with the Company. Accordingly, the Company strongly suggests that you NOT complete this Application until you have the time and accurate information to do so. The Company is an equal opportunity employer and will not discriminate against any employee or applicant for employment in any manner prohibited by law. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status, disability, citizenship, sexual orientation or any other legally protected status.

Position Applying For:	Salary Expected:
------------------------	------------------

## PERSONAL

LAST NAME	FIRST	MIDDLE	SOCIAL SECURITY NUMBER
STREET ADDRESS		APT. #	HOME TELEPHONE NO.
CITY	STATE	ZIP CODE	BUSINESS TELEPHONE NO. – EMAIL ADDRESS

When are you available to start?     Immediate     Two weeks from offer     Other

Do You Want To Work:     Full-Time     Part Time, specify days and hours

Are there any Days/Time you are unable to work?     Yes (indicate days/times)     No

Will You Work Overtime?     Yes     No

How did you learn of Trust Hospitality?     Ad     Agency     Job Fair     Friend/Employee     Relative     Walk-In     Internet     Other

Are you at least 18 years of age:     Yes     No

Have you previously worked for Trust Hospitality or any of its affiliates?     Yes     No    If "YES", when?

Are you legally authorized to work in the United States?     Yes     No

Have you ever been convicted of a criminal offense, had adjudication of a crime withheld, or pled nolo contendere (no contest) to a crime, or any criminal offense involving dishonesty or breach of trust?     Yes     No    If Yes, please state your age at the time of the offense, type of offense, remoteness of the offense and time, disposition of the offense and any rehabilitation in the lines provided below. Conviction of a crime will not necessarily be a bar to employment. The above factors will be taken into account in determining the effect or suitability for employment. Please provide date of conviction and the date of charge.

--

## EDUCATION

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE	DEGREE OR CERTIFICATE
COLLEGE OR UNIVERSITY					
BUSINESS, TRADE OR TECHNICAL					
HIGH SCHOOL					

LIST ANY ADDITIONAL SKILLS, KNOWLEDGE, EXPERIENCE (TYPING SPEED, SOFTWARE, TRAINING) OR OTHER RELEVANT QUALIFICATIONS APPLICABLE TO THE POSITION FOR WHICH YOU ARE APPLYING

--

WHICH LANGUAGES OTHER THAN ENGLISH DO YOU SPEAK FLUENTLY?

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING WITH OR WITHOUT REASONABLE ACCOMMODATION?     Yes     No    If no describe the function(s) that cannot be performed

## EMPLOYMENT

Start with your present or last job. Include any job-related military service assignments and volunteer activities. (Attach additional sheet of paper if necessary)

1.	Employer	Dates Employed		Description of Duties
	Address	From	To	
	Telephone Numbers	Hourly Rate / Salary		
	Job Title	Starting	Final	
	Reason For Leaving	May We Contact?		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		

**EMPLOYMENT**  
continued from previous side

<b>2.</b>	Employer		Dates Employed From                      To		Description of Duties
	Address				
	Telephone Numbers		Hourly Rate / Salary Starting                      Final		
	Job Title	Supervisor			
	Reason For Leaving		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>3.</b>	Employer		Dates Employed From                      To		Description of Duties
	Address				
	Telephone Numbers		Hourly Rate / Salary Starting                      Final		
	Job Title	Supervisor			
	Reason For Leaving		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>4.</b>	Employer		Dates Employed From                      To		Description of Duties
	Address				
	Telephone Numbers		Hourly Rate / Salary Starting                      Final		
	Job Title	Supervisor			
	Reason For Leaving		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**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	TELEPHONE NUMBER	YEARS KNOWN
	(    )	
	(    )	
	(    )	

**LIST NAMES OF RELATIVES AND FRIENDS WORKING FOR TRUST HOSPITALITY OR ITS AFFILIATES**

(NAME)	(RELATIONSHIP)
(NAME)	(RELATIONSHIP)

**APPLICANT STATEMENT:**  
I certify that the answers given by me to the foregoing questions and statements are true and correct without any falsification, omissions, or misleading statements whatsoever. I agree that the Company shall not be held liable in any respect if my employment is terminated because of false or misleading statements or answers or omissions made by me in this application. I authorize previous employers, schools, or persons named above to give any information regarding my employment, together with any information that they may have regarding me, whether or not it is in their records, unless I have otherwise indicated. I agree to release from liability the Company and all individuals and/or institutions, for any information that may be given by them in consideration for your considering me for employment. I agree to comply with the Company's rules, regulations and policies and acknowledge that these rules, regulations and policies may be changed, interpreted, withdrawn or supplemented any time and without prior notice to me. I understand and agree that my employment is governed by applicable law and is for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated at any time, without any previous notice, and without liability to me for wages or salary, except such as may have been earned at the date of such termination. I acknowledge that any offer of employment, or my acceptance of an employment offer, if such is to occur, may be withdrawn, at any time, at the option of the Company or myself. I understand that this application and any other documents which I may receive are not contracts of employment. I further understand that no representative of the Company other than the authorized Human Resources Representative has the authority to enter into any agreement for employment for any specified period of time or to assure any benefits or terms and conditions of employment, or make any agreement contrary to the foregoing. I agree to give the Company two weeks prior notice of resignation, if possible, should I terminate my service after accepting employment. It is understood that the Company may supply to any prospective employer a complete record of my employment with no responsibility to the Company or any of its staff. I understand that, if driving is relevant to the work that I will be performing, I authorize the Company to obtain my driver's license record. I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documents to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law. I hereby acknowledge that I have read the above statement and understand same.

SIGNATURE OF APPLICANT	DATE
------------------------	------