



# Application for Employment

Spruce Hospitality is an Equal Opportunity Employer.

Spruce Hospitality does not discriminate on the basis of age (as defined by applicable law), religion, sex, race, color, genetic predisposition, sexual orientation, national origin, disability, marital status, military status or veteran status. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

Please notify the human resources department if you need an accommodation for:

- Completing an application
- Job interview
- Testing
- Job demonstration.

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you need more room to write.

**PLEASE PRINT except for signature on this application. In reading and answering the following questions, be aware that none of the questions is intended to imply illegal preferences or discrimination based upon non-job-related information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_  
Where can we leave a message? Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

## Position Objective

Position applying for \_\_\_\_\_  Full-time  Part-time  Temporary

Location \_\_\_\_\_ Date available to start \_\_\_\_\_ Salary range desired \_\_\_\_\_

## Personal Information

If hired, can you furnish proof you are eligible to work in the U.S.?  Yes  No

Have you ever worked for Spruce Hospitality?  Yes  No

If yes, when \_\_\_\_\_ Title/ location \_\_\_\_\_

Have you ever applied at Spruce Hospitality?  Yes  No

If yes, when \_\_\_\_\_ For what position? \_\_\_\_\_

Do you have any relatives or friends currently employed at Spruce Hospitality?  Yes  No

If yes, please provide name(s) and relationship(s). \_\_\_\_\_

Are you available to work overtime?  Yes  No

Are you available for shift work?  Yes  No

Are you available to be on call 24 hours/seven days a week if required by job?  Yes  No

Have you ever been convicted of a violation of the law (except a minor traffic violation or sealed record)?  Yes  No

(A yes does not automatically disqualify you from employment since the nature of the offense, date, and the job for which you are applying will also be considered.)

If yes, give details. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Referred by:  Newspaper  Employee  Agency  WWW  Other

Please specify referral source. \_\_\_\_\_

## Education and Training

Name of high school \_\_\_\_\_ Number of years completed \_\_\_\_\_ Diploma:  Yes  No

College/Undergraduate school \_\_\_\_\_ Number of years completed \_\_\_\_\_ Diploma:  Yes  No

City/State \_\_\_\_\_

Year diploma awarded \_\_\_\_\_ Type of degree/Area of study \_\_\_\_\_ Dates attended \_\_\_\_\_

Graduate school \_\_\_\_\_ Number of years completed \_\_\_\_\_ Diploma:  Yes  No

City/State \_\_\_\_\_

Year diploma awarded \_\_\_\_\_ Type of degree/Area of study \_\_\_\_\_ Dates attended \_\_\_\_\_

Additional training, education, or certificates that are related to the position for which you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Professional, trade, business, or civic activities and offices held (exclude labor organizations and memberships that reveal race, color, national origin, sex, age, disability, or other protected status): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List additional skills that are related to the position for which you are applying:

Computer skills (such as competence with software packages) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Clerical skills (such as typing) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Employment History

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time, including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Dates of employment From \_\_\_\_\_ To \_\_\_\_\_

Earnings Start: Base \_\_\_\_\_ Finish: Base \_\_\_\_\_

Start: Bonus \_\_\_\_\_ Finish: Bonus \_\_\_\_\_

Start: Other (Overtime, etc.) explain \_\_\_\_\_ Finish: Other (Overtime, etc.) explain \_\_\_\_\_

Name, title, and phone number of manager \_\_\_\_\_

Your job title \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact your present employer at this time?  Yes  No If not now, specify when \_\_\_\_\_

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Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Dates of employment From \_\_\_\_\_ To \_\_\_\_\_

Earnings Start: Base \_\_\_\_\_ Finish: Base \_\_\_\_\_

Start: Bonus \_\_\_\_\_ Finish: Bonus \_\_\_\_\_

Start: Other (Overtime, etc.) explain \_\_\_\_\_ Finish: Other (Overtime, etc.) explain \_\_\_\_\_

Name, title, and phone number of manager \_\_\_\_\_

Your job title \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact your present employer at this time?  Yes  No If not now, specify when \_\_\_\_\_

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Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Dates of employment From \_\_\_\_\_ To \_\_\_\_\_

Earnings Start: Base \_\_\_\_\_ Finish: Base \_\_\_\_\_

Start: Bonus \_\_\_\_\_ Finish: Bonus \_\_\_\_\_

Start: Other (Overtime, etc.) explain \_\_\_\_\_ Finish: Other (Overtime, etc.) explain \_\_\_\_\_

Name, title, and phone number of manager \_\_\_\_\_

Your job title \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact your present employer at this time?  Yes  No If not now, specify when \_\_\_\_\_

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Employer \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Dates of employment From \_\_\_\_\_ To \_\_\_\_\_

Earnings Start: Base \_\_\_\_\_ Finish: Base \_\_\_\_\_  
 Start: Bonus \_\_\_\_\_ Finish: Bonus \_\_\_\_\_  
 Start: Other (Overtime, etc.) explain \_\_\_\_\_ Finish: Other (Overtime, etc.) explain \_\_\_\_\_

Name, title, and phone number of manager \_\_\_\_\_

Your job title \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact your present employer at this time?  Yes  No If not now, specify when \_\_\_\_\_

**Affidavit, Consent, and Release**  
**Please Read Carefully Before Signing This Application**

- I certify that the information contained in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.
- I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.
- I understand I may be required to successfully pass a drug screening examination and a criminal background check. I hereby consent to a pre-and/or post-employment drug screen and a criminal background check as a condition of employment, if required.
- I understand that this application, verbal statements by management, or subsequent employment does not create an express or implied contract of employment nor guarantee employment for any definite period of time. Only the **chief executive officer and the president** of Spruce Hospitality have the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by chief executive officer or the president and the employee. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without reason and with or without notice.

I have read, understand, and by my signature consent to these statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_