

Empire Inn & Suites Application for Employment

Part 1. GENERAL INFORMATION

Please review all questions carefully before preparing your application.

POSITION (Job title)				RECRUITMENT ANNOUNCEMENT NUMBER
NAME (Last, First, and Middle Initial)				SOCIAL SECURITY NO. (Used for processing -Optional)
MAILING ADDRESS (Include apartment number, if any)		E-MAIL ADDRESS		HOME TELEPHONE
CITY	COUNTY	STATE	ZIP	WORK (or message) TELEPHONE

Part 2. BACKGROUND INFORMATION

- If a driver's license or other license, certificate, or registration is required for this position, please complete the following:

License, Certificate, or Registration	License Number	Expiration Date
Driver's License		
CDL		
Other (Indicate type)		

- Other than English, what languages do you speak, read, or write fluently?

- Have you been convicted of a misdemeanor or felony within the past ten (10) years that might unfavorably affect your fitness for this job? *(Answering yes will not automatically bar you from employment).*

YES NO

How did you learn of this employment opportunity?

- DEPARTMENT OF PERSONNEL (DOP)
 JOB FAIR - LOCATION: _____
 STATE AGENCY (list office and location): _____
 NEWSPAPER
 DOP WEBSITE
 OTHER WEBSITE: _____
 JOB LINE INFORMATION
 OTHER: _____

Part 3. EDUCATION AND TRAINING

Review of education:

- Have you graduated from high school or passed the GED? YES NO
- List college, business school, military training, and other relevant education.

School Name and Location	Month and Year Attended	Credits Earned			Major	Type of Degree Awarded	Year degree received
		Quarter	Semester	Other (Specify)			
1	From /						
	To /						
2	From /						
	To /						
3	From /						
	To /						
4	From /						
	To /						

Part 4. EMPLOYMENT HISTORY

This section must be completed in order to receive full credit. You may use this form for both volunteer and paid experience. For volunteer work, 174.3 hours equals one month of experience. If you need more spaces, see next page.

1. Present or Last Employer		Employer's Address		Employer's Phone Number	
Your Title	Months & Years Employed in this Position From / To /		Total Months	Average Hours /Per Week	Last Salary
Immediate Supervisor's Name	Reason for Leaving		Volunteer (✓) <input type="checkbox"/>	Number of Employees Supervised	
Specific Duties:					

2. Present or Last Employer		Employer's Address		Employer's Phone Number	
Your Title		Months & Years Employed in this Position From / To /		Total Months	Average Hours /Per Week
Immediate Supervisor's Name		Reason for Leaving		Volunteer (✓) <input type="checkbox"/>	Number of Employees Supervised
Specific Duties:					
3. Present or Last Employer		Employer's Address		Employer's Phone Number	
Your Title		Months & Years Employed in this Position From / To /		Total Months	Average Hours /Per Week
Immediate Supervisor's Name		Reason for Leaving		Volunteer (✓) <input type="checkbox"/>	Number of Employees Supervised
Specific Duties:					
4. Present or Last Employer		Employer's Address		Employer's Phone Number	
Your Title		Months & Years Employed in this Position From / To /		Total Months	Average Hours /Per Week
Immediate Supervisor's Name		Reason for Leaving		Volunteer (✓) <input type="checkbox"/>	Number of Employees Supervised
Specific Duties:					
5. Present or Last Employer		Employer's Address		Employer's Phone Number	
Your Title		Months & Years Employed in this Position From / To /		Total Months	Average Hours /Per Week
Immediate Supervisor's Name		Reason for Leaving		Volunteer (✓) <input type="checkbox"/>	Number of Employees Supervised
Specific Duties:					

Part 5. DATE AND SIGNATURE

**TO BE ACCEPTED, YOU
MUST SIGN AND DATE
THIS APPLICATION.**

All answers and statements are true and complete to the best of my knowledge. I understand that the state may verify information, and that untruthful or misleading answers are cause for rejection of this application, removal of my name from a register, or dismissal if employed.

Date (Month/Day/Year)

Signature

Fax completed forms to **(909) 877-0841, ATTN: Management**

Mail completed forms to **475 W. Valley Blvd., Rialto, CA 92376, ATTN: Human Resources**

Email completed forms or resumes to **info@empireinnandsuites.com**