

# Application for Employment

In order to be considered for any position at the InnTowner, you must fill this application out completely or to the best of your ability.



## PLUS

InnTowner and  
The Highland Club  
2424 University Ave  
Madison, WI 53726

### WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The InnTowner is an equal opportunity employer. It is the policy of the BEST WESTERN PLUS InnTowner and The Highland Club to afford equal opportunity for employment with respect to recruitment, hire, termination, transfer, promotion, compensation, benefits, training, layoff, and return from layoff.

This policy will be administered without regard to sex, age, race, color creed, religion, national origin, ancestry, marital status, sexual orientation, disability, or arrest or conviction record. BEST WESTERN PLUS InnTowner and The Highland Club will give full consideration to the employment of disabled or handicapped persons on work they are qualified to perform.

Date of application: _____	Position Applied For: _____
Referral source: <input type="checkbox"/> Current employee: _____ <input type="checkbox"/> Walk-in <input type="checkbox"/> Job service: _____ <input type="checkbox"/> School posting <input type="checkbox"/> Online advertisement: _____	Employment status preference: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time  Available Start Date: _____  What is your minimum hourly wage requirement?: _____/hr
Name (Last, First Middle): _____	
Address (Number & Street): _____	
City: _____ State: _____ Zip Code: _____	
Phone Number: (     )     -                      Best time to call you: _____	
<b>GENERAL INFORMATION</b>	
Are you a U.S. citizen OR, if not, do you have a legal right to work in this country? (Proof of eligibility for employment in this country will be required upon employment)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you 18 years of age or older? If not, are you at least 16 years of age and willing and able to obtain a work permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are you willing to undergo a pre-employment drug screen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously applied for employment here? If yes, please give month and year: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously been employed by the InnTowner? If yes, please give dates of employment: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

## GENERAL INFORMATION (CONTINUED)

Do you have any pending criminal charges or convictions?

[ ] Yes [ ] No

(NOTE: These will only be given consideration if the offenses are substantially related to job which you are applying for; an affirmative answer does not automatically disqualify you from being considered as a candidate for employment)

Date: \_\_\_\_\_

Nature: \_\_\_\_\_  
\_\_\_\_\_

## AVAILABILITY

Preference:

[ ] Days only [ ] Nights only [ ] Days or Nights

Can you work Saturdays?

[ ] Yes [ ] No

Can you work Sundays?

[ ] Yes [ ] No

How many hours would you like to be scheduled each week?

\_\_\_\_\_

*Please indicate the days and hours you are available to work.*

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Additional comments regarding your availability: \_\_\_\_\_  
\_\_\_\_\_

## ADDITIONAL INFORMATION (OPTIONAL)

Please use the space below to provide any additional information about yourself that sets you apart from other candidates for this position (awards, other languages, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY

**\*\*Please list all employment starting with present of most recent employer. Account for all periods, including unemployment and service in the military.**

### 1. Present or Most Recent Employer

Employer: \_\_\_\_\_ May we contact this employer? [ ] Yes [ ] No  
Address: \_\_\_\_\_ Dates Worked (MM/YY): \_\_\_\_\_ to \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Check one: [ ] Full-time [ ] Part-time  
Telephone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_ Your job title or position: \_\_\_\_\_  
Supervisor's or Manager's Name: \_\_\_\_\_ Hourly Wage/Salary: \_\_\_\_\_  
Your major responsibilities or duties: \_\_\_\_\_  
Reason for separation: \_\_\_\_\_

### 2. Next Most Recent Employer

Employer: \_\_\_\_\_ May we contact this employer? [ ] Yes [ ] No  
Address: \_\_\_\_\_ Dates Worked (MM/YY): \_\_\_\_\_ to \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Check one: [ ] Full-time [ ] Part-time  
Telephone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_ Your job title or position: \_\_\_\_\_  
Supervisor's or Manager's Name: \_\_\_\_\_ Hourly Wage/Salary: \_\_\_\_\_  
Your major responsibilities or duties: \_\_\_\_\_  
Reason for separation: \_\_\_\_\_

### 3. Third Most Recent Employer

Employer: \_\_\_\_\_ May we contact this employer? [ ] Yes [ ] No  
Address: \_\_\_\_\_ Dates Worked (MM/YY): \_\_\_\_\_ to \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Check one: [ ] Full-time [ ] Part-time  
Telephone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_ Your job title or position: \_\_\_\_\_  
Supervisor's or Manager's Name: \_\_\_\_\_ Hourly Wage/Salary: \_\_\_\_\_  
Your major responsibilities or duties: \_\_\_\_\_  
Reason for separation: \_\_\_\_\_

## EDUCATION

School Type	Name of School	Number of years	Did you graduate?	Degree—Major/Minor
<b>High School:</b>				
<b>Vocational School:</b>				
<b>College:</b>				
<b>Graduate School:</b>				
<b>Armed Forces:</b>				
<b>Other (Please list):</b>				

## REFERENCES

Please fill in the section below with your references. It is highly recommended that AT LEAST TWO of these references are professional (i.e. the person was either your supervisor or co-worker at a past job), and that AT LEAST ONE of these is a former manager or supervisor. The third can be a personal or character reference. If you do not have this information at this time, it recommended that you bring it with you if you are offered an interview.

Reference #1	Reference #2	Reference #3
Name: _____	Name: _____	Name: _____
Relationship (co-worker, manager, etc.): _____	Relationship (co-worker, manager, etc.): _____	Relationship (co-worker, manager, etc.): _____
Years Known: _____	Years Known: _____	Years Known: _____
Telephone Number: (     ) _____ - _____	Telephone Number: (     ) _____ - _____	Telephone Number: (     ) _____ - _____

## APPLICANT STATEMENT

Please read the following statements carefully.

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that false statements or failure to disclose requested information may disqualify me from further consideration for employment and may result in my immediate discharge if discovered at a later date. I understand also that I am required to abide by all rules and regulations of the employer. I hereby give the InnTowner the right to verify any information supplied by me and to fully investigate my past employment and job-related activities, agree to cooperate in such investigation and hereby authorize the persons, schools, my current employer (if applicable), and previous employers and organizations listed on this application to give you any and all information concerning my employment and other pertinent information they may have, personal or otherwise. I release all parties from liability for any damage that may result from furnishing this information to you.

This application remains the property of the InnTowner. I understand that neither this document nor any offer of employment from the InnTowner constitutes a contract of employment for a specified period of time unless as specific document to that effect is executed by the InnTowner and myself in writing. I acknowledge that, if I become employed, I will be free to terminate my employment at any time for any reason and the InnTowner retains the same rights.

This application will be active for only 90 days from the date filed. After 90 days, if you still wish to be considered, you must complete a new application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_