APPLYING FOR (select one or more):

- Assistant Executive Housekeeper
- Assistant Maintenance Engineer
- Bellman
- Doorperson
- Guest Service Representative
- Houseperson
- Laundry Worker
- Night Auditor
- Night Laundry Worker
- Night Maintenance Engineer
- Room Attendant
- Unarmed Security Guard

AN EQUAL OPPORTUNITY EMPLOYER
# Application for Employment

Please print, sign and present your form via fax, in person, or by mail.

## Personal Data:

<table>
<thead>
<tr>
<th>Full Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET:</td>
</tr>
<tr>
<td>CITY:</td>
</tr>
<tr>
<td>STATE:</td>
</tr>
<tr>
<td>ZIP:</td>
</tr>
<tr>
<td>Telephone #:</td>
</tr>
<tr>
<td>Cellular #:</td>
</tr>
<tr>
<td>Social Security:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
</tbody>
</table>

## Additional Information:

<table>
<thead>
<tr>
<th>Salary / Wage Desired:</th>
<th>How were you referred to us?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have you previously filed an application with this Company?  Have you previously been employed by this Company?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

If yes, give date:

Do you have the legal right to work in the United States?  Are you age 18 or older?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

(Note: You will be required to provide appropriate document(s) for completion of the I-9 at the time of employment)

Are you age 18 or older?  If yes, give date:

(Note: If no, you may be required to furnish proof of exemption of partial waiver as detailed by your State Child Labor Law)

Please list any relatives or friends who are employed at this work site and their relationship to you:

Please describe your reasons for seeking this position:

Have you ever been terminated or forced to resign from an employment?  Is so, please explain the circumstances surrounding your termination:

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

Date available to work:  Will you work overtime if asked?  Shift:

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>Day</th>
<th>Evening</th>
<th>Night</th>
</tr>
</thead>
</table>

Type of employment desired:  Days you are available to work:

<table>
<thead>
<tr>
<th>Full-time</th>
<th>Part-time</th>
<th>Temporary</th>
<th>Seasonal</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
</table>

Have you ever been convicted of a felony/misdemeanor or pleaded no contest to a felony/misdemeanor, or pleaded guilty to a felony/misdemeanor, or been found guilty of a felony/misdemeanor?  (Include any and all instances of these foregoing even if adjudication was withheld)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

If yes, please briefly describe the circumstances of your conviction, indicating the date, nature and place of offense and description of the case. A felony conviction record will not necessarily bar you from employment:

## Education / Skills:

<table>
<thead>
<tr>
<th>Type of School</th>
<th>Name, Street, City, State and Zip for Each School:</th>
<th>No. of Years Attended:</th>
<th>Did You Graduate? Degree Obtained:</th>
<th>Major Course of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade, Business or Correspondence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPLICATION FOR EMPLOYMENT

Please print, sign and present your form via fax, in person, or by mail

Additional Skills and Qualifications: Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:
________________________________________________________________________________________________________________________________________________________

Other Languages: (read, written and spoken)_____________________________________________________________________________________________

EMPLOYMENT EXPERIENCE:

Are you currently employed?  ☐ YES  ☐ NO  May we contact your current employer for reference check?   ☐ YES  ☐ NO

LIST YOUR LAST FOUR PREVIOUS EMPLOYERS (most recent first). Account for all time periods including unemployment, self-employment and military service. This section must be completed in full in addition to any attached resume.

<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>DATE EMPLOYED: FROM:</th>
<th>TO:</th>
<th>SUPERVISOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ADDRESS:

TELEPHONE:

WAGES / SALARY STARTING:     FINAL:  POSITION:

REASON FOR LEAVING:
________________________________________________________________________________________________________________________________________________________

Please provide an explanation for any lapse of employment: _____________________________________________________________
________________________________________________________________________________________________________________________________________________________

TYPE YOUR FULL NAME IN THE PROVIDED FIELD AND CHECK THE BOX TO INDICATE YOUR ACCEPTANCE OF THESE TERMS:

1- I certify that all information given on this application is true, correct and complete to the best of my knowledge. I also certify that I have accounted for my last three (3) work experiences and any relevant training on this application, and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.

2- Hilton Columbia Center - Columbia, SC is hereby authorized to make any investigations of my employment, educational, credit, or criminal history through any investigative agencies or bureaus of its choice. I release all relevant parties from all liability of any damages resulting from furnishing such information. If employed by Hilton Columbia Center - Columbia, SC, I agree to abide by its rules and regulations. I understand that discovery of misrepresentation or omission of facts herein will make me ineligible for employment or will be cause for immediate dismissal. I agree to furnish additional information as may be required to complete my employment file. I understand that operating conditions may require me to temporarily work hours other than the ones for which I am applying and I agree to such scheduling change as directed by my supervisor.

3- I understand that an offer of employment and continued employment with the Hilton Columbia Center - Columbia, SC is contingent upon my furnishing satisfactory proof of my authorization to work in the United States.

4- I understand that this application for employment and that no employment contract, either express or implied, is being offered.

5- I also understand that if employed, such employment is for an indefinite period and can be terminated at will by either party, with or without notice, at any time, for any or no reason, and is subject to change in wages, conditions, benefits and operating policies.

I accept:  ☐ Yes  ☐ No

Print Name:  __________________________________________________

Signature:  ___________________________________________________