



PERSONAL INFORMATION

NAME (First Name, Middle Initial, Last Name) LAST FOUR DIGITS OF SOCIAL SECURITY #

ADDRESS (Street Address, City, State, ZIP)

PHONE NUMBER	EMAIL ADDRESS	Have you been convicted of a crime in the last seven years?
		Yes No
Are you 18 years of age or older? Ivy Court Inn & Suites is required to comply with federal, state or provincial law.	Are you legally eligible for employment in the US? Proof of eligibility to work in the US will be required.	If yes, list public convictions.
Yes No	Yes No	

EMPLOYMENT DESIRED

POSITION APPLIED FOR HOURLY SALARY DESIRED DATE IN WHICH YOU CAN START

Are you able to perform the essential functions of the job for which you are applying? Have you ever been terminated from a position in the past?

Yes No Yes No

If yes, explain:

Below, you must select your availability for each day of the week. Please note, front desk positions are 7am-3pm, 3pm-11pm, and 11pm-7am. Applicants should acknowledge that the hotel industry may require employees to work nights, weekends, and holidays.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
START AT							
FINISH BY							

HAVE YOU WORKED FOR IVY COURT BEFORE? IF SO, LIST START AND END OF EMPLOYMENT REFERRED BY

Yes No START END

EDUCATION

LEVEL	NAME OF SCHOOL	AREA OF STUDY	YEAR STARTED	YEAR FINISHED

PREVIOUS WORK EXPERIENCE

COMPANY NAME	LOCATION (City, State)	POSITION HELD	FROM	TO
1				
DIRECT SUPERVISOR NAME	SUPERVISOR TELEPHONE	REASON FOR LEAVING	May we contact this employer?	
			Yes	No
COMPANY NAME	LOCATION (City, State)	POSITION HELD	FROM	TO
2				
DIRECT SUPERVISOR NAME	SUPERVISOR TELEPHONE	REASON FOR LEAVING	May we contact this employer?	
			Yes	No
COMPANY NAME	LOCATION (City, State)	POSITION HELD	FROM	TO
3				
DIRECT SUPERVISOR NAME	SUPERVISOR TELEPHONE	REASON FOR LEAVING	May we contact this employer?	
			Yes	No



PROFESSIONAL REFERENCES

Please list three professional references. For those applicants with limited work history, including one personal reference would be acceptable.

REFERENCE NAME	COMPANY (City, State)	TELEPHONE	YEARS ACQUAINTED
1			
REFERENCE NAME	COMPANY (City, State)	TELEPHONE	YEARS ACQUAINTED
2			
REFERENCE NAME	COMPANY (City, State)	TELEPHONE	YEARS ACQUAINTED
3			

I CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION BY ME IS CORRECT TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT DELIBERATE FALSIFICATION OF THIS INFORMATION IS GROUNDS FOR DENIAL OF EMPLOYMENT OR IMMEDIATE DISMISSAL. I AUTHORIZE THE REFERENCES OR PREVIOUS EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES OF ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING INFORMATION TO YOU. I UNDERSTAND THAT NOTHING CONTAINED IN THIS EMPLOYMENT APPLICATION OR IN THE GRANTING OF ANY INTERVIEW CREATES AN EMPLOYMENT CONTRACT BETWEEN THE HOTEL AND MYSELF FOR EITHER EMPLOYMENT OR FOR THE PROVIDING OF ANY BENEFIT. IF AN EMPLOYMENT RELATIONSHIP IS ESTABLISHED, I UNDERSTAND THAT I HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME AND THAT THE HOTEL RETAINS THE SAME RIGHT.

I CERTIFY THAT I AM NOT SUBJECT TO ANY NON-COMPETITION, NON-SOLICITATION, OR CONFIDENTIALITY COVENANT OR AGREEMENT THAT WOULD BE VIOLATED BY MY BECOMING EMPLOYED BY DORA HOSPITALITY OR AFFILIATED COMPANY. I HAVE NOT TAKEN AND WILL NOT TAKE ANY PROPERTY OF ANY NATURE , INCLUDING WITHOUT LIMITATION CONFIDENTIAL INFORMATION OR INTELLECTUAL PROPERTY, FILES OR OTHER INFORMATION FROM MY FORMER EMPLOYER(S) OR OTHER PERSON, AND NO SUCH PROPERTY OR INFORMATION WILL BE OR HAS BEEN USED TO THE DETRIMENT OF ANY SUCH FORMER EMPLOYER OR PERSON.

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SIGNATURE	DATE