

Lewis and Clark Motel

Application for Employment

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

PERSONAL	LAST NAME		FIRST	DATE
	STREET ADDRESS		PHONE ()	PHONE ()
	CITY, STATE, ZIP		EMAIL	
	HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH US? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, MONTH AND YEAR _____ LOCATION _____			SOCIAL SECURITY #
	POSITION DESIRED			
	APART FROM ABSENCE FOR RELIGIOUS OBSERVANCE, ARE YOU AVAILABLE OR FULL-TIME WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NOT, WHAT HOURS CAN YOU WORK? _____			
	ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? (PROPER ID REQUIRED) <input type="checkbox"/> YES <input type="checkbox"/> NO			OVERTIME IF ASKED?
	NOTE: IF YOU ARE APPLYING FOR A POSITION AT OUR FRONT DESK WE ASK FOR A MINIMUM COMMITMENT OF 6 MONTHS DUE TO EXTENSIVE TRAINING INVOLVED WITH THE POSITION. IF YOU ARE APPLYING FOR HOUSEKEEPING POSITION A MINIMUM COMMITMENT OF 2 MONTHS IS REQUIRED. IF YOU ARE UNABLE TO COMMIT TO THESE DUE TO MOVING, SCHOOL OR ANY OTHER PERSONAL CONFLICTS WE WOULD APPRECIATE IT IF YOU WOULD RECONSIDER APPLYING.			DATE AVAILABLE? AVAILABLE WEEKENDS AND HOLIDAYS? YES <input type="checkbox"/> NO <input type="checkbox"/>

EDUCATION	SCHOOL	NAME AND LOCATION	COURSE OF STUDY	YRS. COMPLETED	DEGREE OR DIPLOMA
	GRADUATE				
	COLLEGE				
	BUSINESS/TRADE				
	HIGH SCHOOL				
	ELEMENTARY				

SCHEDULES	ARE YOU CURRENTLY A STUDENT AT MSU? YES NO
	WOULD YOU BE ABLE TO PROVIDE A COPY OF YOUR CLASS SCHEDULE? YES NO
	ARE YOU AVAILABLE FOR WEEKDAY <u>AND</u> WEEKEND HOURS? YES NO
	WOULD YOU BE AVAILABLE FOR HOLIDAY AND SUMMER WORK? YES NO IF NO, WHEN WOULD YOU BE UNAVAILABLE TO WORK? _____
	ARE YOU AVAILABLE FOR FULL-TIME WORK? YES NO IF NO, HOW MANY HOURS ARE YOU AVAILABLE TO WORK? _____
	ARE YOU FLEXIBLE FOR ASSIGNED HOURS, AS THEY MAY CHANGE EACH WEEK? YES NO

EMPLOYMENT HISTORY

1	COMPANY NAME	TELEPHONE ()
	ADDRESS	EMPLOYED (STATE MONTH AND YEAR)
	NAME OF SUPERVISOR	START TO WEEKLY PAY
2	COMPANY NAME	TELEPHONE ()
	ADDRESS	EMPLOYED (STATE MONTH AND YEAR)
	NAME OF SUPERVISOR	START TO WEEKLY PAY
3	COMPANY NAME	TELEPHONE ()
	ADDRESS	EMPLOYED (STATE MONTH AND YEAR)
	NAME OF SUPERVISOR	START TO WEEKLY PAY

STATE JOB TITLE AND DESCRIBE YOUR WORK

REASON FOR LEAVING

WE MAY CONTACT THE EMPLOYERS LISTED ABOVE.
PLEASE INDICATE THOSE YOU DO NOT WANT US TO CONTACT.

EMPLOYER # _____ REASON _____
EMPLOYER # _____ REASON _____

HOW DID YOU FIND OUT ABOUT THE JOB OPENING AT THE LEWIS AND CLARK MOTEL?

WHY DO YOU WANT TO WORK AT THE LEWIS AND CLARK MOTEL?

WHAT KIND OF SKILLS OR ASSETS WOULD YOU BRING TO OUR BUSINESS?

DO YOU HAVE ANY SKILLS THAT WOULD BE RELEVANT TO THE POSITION YOU ARE APPLYING FOR?

AVAILABILITY? GIVE US AN EXAMPLE OF THE PERFECT SCHEDULE FOR YOU?