



EMPLOYMENT APPLICATION

The Lafayette Park Hotel is an Equal Opportunity Employer dedicated to non-discrimination in employment

PERSONAL INFORMATION:

| | |
|-------------------------|---------------------|
| NAME (Last, First, MI): | |
| POSITION APPLYING FOR: | SOCIAL SECURITY NO. |
| PRESENT ADDRESS: | |
| TELEPHONE NUMBER: | OTHER PHONE: |
| E-mail ADDRESS: | DATE AVAILABLE: |

EMPLOYMENT INFORMATION:

| | |
|---|--|
| If hired, can you provide documentation of your legal right to work in the U.S? YES NO | If you are under 18 and it is required, can you furnish a work permit? Yes No |
| Type of employment: Full-time Part-time Days Nights Graveyard | How did you hear about the position? |
| Are you able to meet the attendance requirements of this position? Yes No | Have you ever been employed here before? YES NO |
| Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana offenses that are more than 2 years old need not be listed). Yes No If yes, state nature of the crime(s), when and where convicted, and disposition of the case: _____ | Do you have friends or relatives that work for Lafayette Park Hotel? YES NO If "Yes", state names and relationships: |
| Are you able, with or without accommodation, to perform the essential tasks of the job for which you are applying? Yes No What accommodations would you need to perform the essential tasks? <i>(We comply with ADA and provide reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)</i> | Have you ever served in the U.S. Armed Forces? YES NO Which Branch? _____ From: _____ to _____ |

EMPLOYMENT HISTORY:

List below all present and past employment starting with your most recent (or current) employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

| | | | |
|---|----|---------------------------------|-----------|
| From | TO | Employer | Telephone |
| Starting Job Title/Final Job Title | | Address | |
| Supervisor | | Reason for Leaving | |
| May we Contact for Reference? Yes No Later | | Rate/ Salary Starting: Final | |
| From | TO | Employer | Telephone |
| Starting Job Title/Final Job Title | | Address | |
| Supervisor | | Reason for Leaving | |
| May we Contact for Reference? Yes No Later | | Rate/ Salary Starting: Final | |
| From | TO | Employer | Telephone |
| Starting Job Title/Final Job Title | | Address | |
| Supervisor | | Reason for Leaving | |
| May we Contact for Reference? Yes No Later | | Rate/ Salary Starting: Final | |

EDUCATIONAL BACKGROUND:

| NAME AND LOCATION | NUMBER OF YEARS COMPLETED | MAJOR / FIELD OF STUDY | DID YOU GRADUATE? |
|---------------------------------|---------------------------|------------------------|-------------------|
| HIGH SCHOOL | | | |
| COLLEGE | | | |
| TRADE, BUSINESS, CORRESPONDENCE | | | |
| OTHER | | | |

REFERENCES:

| NAME | YEARS KNOWN | COMPANY / TITLE | PHONE NUMBER |
|------|-------------|-----------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |

APPLICANT STATEMENT

____ I certify that all the information I have provided in order to apply and secure work with the employer is true, complete and correct.

____ I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from this employer's service, whenever it is discovered.

____ I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, their agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

____ I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing an applicant from consideration for employment on a basis prohibited by local, state or federal law.

____ If I am hired I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make assurances to the contrary and that no implied, oral or written agreement contrary to the foregoing express language are valid unless they are in writing and signed by the employer's designated representative.

____ I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

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| <p>DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.</p> <p>I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.</p> <p>Signature of Applicant _____ Date: ____/____/____</p> |
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Pre-Employment Inquiry Release

In connection with, and for the duration of my employment (including contract for services) with you, I understand that investigative background inquiries are to be made on myself including consumer, criminal, driving, and other reports. This information will, in whole or in part, be obtained from Acxiom Information Security Services (AISS), 6111 Oak Tree Boulevard, 4th Floor, Independence, OH 44131, telephone 800.853.3228. These reports will include information as to my general reputation, character, mode of living, work habits, performance and experience along with reasons for termination from past employment from previous employers. Further, I understand that you will be requesting information from various federal, state and other agencies which maintain public and non-public records concerning my past activities relating to my driving, credit, civil, education and other experience.

I authorize, without reservation, any party or agency contacted by this employer to furnish the above mentioned information:

| | | |
|-----------------------|----------------|------------------------|
| _____ | ____/____/____ | ____-____-____ |
| Applicant Name | Date of Birth* | Social Security Number |
| _____ | _____ | _____ |
| Current Address | City & State | Zip Code |
| _____ | _____ | _____ |
| Drivers License # | State | Prospective Employer |
| _____ | _____ | _____ |
| Applicant's Signature | Date | |

***Date of Birth is being requested in order to obtain accurate retrieval of records.**

_____ **California, Minnesota & Oklahoma Applicants Only:** Please check here to have a copy of your consumer report sent directly to you.

Notice to California Applicants

Under Section 1786.22 of the California Civil Code, you have the right to request from AISS, upon proper identification, the nature and substance of all information in its files on you, including sources of information, and the recipients of any reports on which AISS has previously furnished within a two year period preceding your request. You may view the file maintained on you by AISS during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying costs of duplication services. Upon making a written request, you may receive a summary of your report via telephone.