

# APPLICATION FOR EMPLOYMENT

Hampshire Hospitality Holdings, Inc. is an Equal Opportunity Employer. Consistent with applicable federal and state laws, all employment applications are considered by the Company without regard to race, religion, color, sex, sexual orientation, national origin, marital status, physical or mental disability, age, genetic information, or any other characteristic protected by law.

**Instructions:** Application must be completed in full. Please use additional paper if necessary.

## PERSONAL INFORMATION

Date of Application _____			
Name _____			
LAST	FIRST	MIDDLE	
Address _____			
STREET	CITY	STATE	ZIP CODE
Phone No. _____		Other Phone No. _____	
Please list any other names that you have used: _____			
Where did you hear about the job? <input type="checkbox"/> Walk-In <input type="checkbox"/> Referral <input type="checkbox"/> Newspaper <input type="checkbox"/> Online <input type="checkbox"/> Other			
Please specify which newspaper/web site/other _____			
Referred By _____			
If related to anyone in our employ, state name and department _____			

## EMPLOYMENT DESIRED

Position _____	
Date you can start _____	Salary/ Rate of Pay Desired _____
Employment Desired	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal
Are you employed now? _____	May we contact your present employer? _____

## EDUCATION

TYPE OF SCHOOL	NAME & LOCATION OF SCHOOL	DID YOU GRADUATE	MAJOR & DEGREE
High School			
College			
Business/Trade School/Relevant Training			
Professional School			

## WORK AUTHORIZATION

Are you 18 years of age or older?     Yes     No

If you are not 18 years old or older, are you under age 16?     Yes     No

If you are under age 16, can you furnish a youth employment certificate from a New Hampshire high school?

Yes     No

If you are 16 or 17 years old, can you furnish a Parental Consent form to work for Hampshire Hospitality Holdings, Inc., signed by your parent or guardian?     Yes     No

Are you legally eligible for employment in the United States?     Yes     No

Proof of employee eligibility will be required of all applicants hired.

## BACKGROUND

Have you ever been convicted of a crime that has not been annulled by a court?     Yes     No

If yes, please explain the circumstances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conviction of a crime will not automatically result in your disqualification from consideration of employment. The seriousness of the crime, date of conviction, and other relevant circumstances, will be considered in relation to the particular position for which you have applied.

## REFERENCES

List name and telephone number of three professional references that are not related to you. If three professional references are not available, list three educational or personal references that are not related to you by blood or marriage.

Name	Company/Position	Address	Phone	Years Acquainted

## WORK EXPERIENCE

Starting with the most recent employer, list all full and part-time jobs, summer or volunteer work during the last 10 years. Please include periods of military service, self-employment, and unemployment. Please explain any gaps in your employment history. Attach additional pages, if necessary.

From	Employer	Phone
To	Address	
Immediate Supervisor and Title		Position
Reason for Leaving		Hourly Wage/Salary

From	Employer	Phone
To	Address	
Immediate Supervisor and Title		Position
Reason for Leaving		Hourly Wage/Salary

From	Employer	Phone
To	Address	
Immediate Supervisor and Title		Position
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Immediate Supervisor and Title		Position
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To	Address	
Immediate Supervisor and Title		Position
Reason for Leaving		Hourly Wage/Salary

From	Employer	Phone
To	Address	
Immediate Supervisor and Title		Position
Reason for Leaving		Hourly Wage/Salary

From	Employer	Phone
To	Address	
Immediate Supervisor and Title		Position
Reason for Leaving		Hourly Wage/Salary

## **CERTIFICATION AND AUTHORIZATION**

### **Please Read Carefully Before Signing**

1. I CERTIFY THAT ALL THE ABOVE INFORMATION AND ANY RESUME ARE TRUE AND COMPLETE. I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION MADE BY ME IN THIS APPLICATION OR IN THE HIRING PROCESS MAY RESULT IN MY DISQUALIFICATION FROM FURTHER CONSIDERATION FOR EMPLOYMENT OR MY TERMINATION FROM EMPLOYMENT.
2. I understand that if hired, my employment will be at-will, and as such, either the Company or I may terminate my employment at any time.
3. References: I hereby authorize the Hampshire Hospitality Holdings, Inc., its affiliates, or its designee (hereinafter collectively referred to as "the Company") to conduct a complete investigation into my background including, but not limited to, inquiring into my entire employment history, as well as, my educational history; criminal record, driving record and military record, if any; to obtain opinions and references regarding my moral character and reputation and to solicit and obtain any other information the Company, in its sole discretion, deems as necessary to determine my eligibility for employment or for the purposes of confirming the accuracy or completeness of any information I have provided to them.
4. Release: In consideration for the processing of my application for employment with the Company, I hereby RELEASE, INDEMNIFY AND HOLD HARMLESS the Company and all previous employers and other persons and organizations furnishing information in connection with the Company's investigation into my background from any and all liability based on their authorized receipt, disclosure, and use of the information gathered in processing my application for employment with them. I further agree that the Company and any such previous employers and other persons and organizations shall not be held liable in any respect if a job offer is not extended or is withdrawn by the Company, or if my employment with my current employer or the Company is terminated due to information provided in response to the processing of this application for employment.
5. As part of my application process, I may be required to authorize the Company to conduct a consumer report on my background through a third party, and I agree to complete any necessary release forms authorizing the release of information by former employers, educational institutions, or other organizations or government entities contacted by the Company as part of the reference and background check process. I understand that if I refuse to sign an authorization or release, I will no longer be considered for employment.
6. I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the Company and still wish to be considered for employment, it will be necessary for me at that time to reapply and complete a new application.

**I hereby acknowledge that I have read and agree to the above statements.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_