

GARDEN COURT CHATEAU

2495 SW 8th Street, Grand Rapids, MN 55744

Phone:(218) 999-5999 Fax:(218) 999-5996 Office:(218) 999-5998

APPLICATION FOR EMPLOYMENT

Last Name	First	Middle	Date of Application
Any alias names or Maiden Name			Date of Birth (mo/day/yr) Optional
Street Address			Home Telephone
City, State, Zip Code			Cell and/or Work Telephone
Position Desired	Date Available	Salary Desired	Social Security Number
Drivers License Number::			
Type of Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		Are you legally eligible for employment in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No Proof of U.S. citizenship or immigration status will be required upon employment.	

EDUCATION

Level	Name and Location of School	Diploma or Degree (Credits Earned if No Degree)	Attendance Dates		Major
			From Mo/Yr	To Mo/Yr	
High School					
Business, Trade or Technical*					
College*					
Graduate School*					
Other*					

SKILLS AND QUALIFICATIONS

Summarize specific skills and qualifications acquired from employment or other experiences that are related to the position for which you are applying:

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EMPLOYMENT HISTORY			
Please provide a COMPLETE employment history. List ALL employers, assignments, or volunteer activities starting with the most recent. Explain any gaps in employment in the "Comments" section below.			
(1) Present/Most Recent Employer Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
	From	To	
Address	Mo/Yr	Mo/Yr	
Job Title	Hourly Rate/Salary		
	Starting		
Immediate Supervisor and Title	\$	per	
Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other	Hourly Rate/Salary		
	Final		
Reason for leaving or why you are considering leaving?	\$	per	
If currently employed, may we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
(2) Next Previous Employer Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
	From	To	
Address	Mo/Yr	Mo/Yr	
Job Title	Hourly Rate/Salary		
	Starting		
Immediate Supervisor and Title	\$	per	
Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other	Hourly Rate		
	Final		
Reason for leaving?	\$	per	

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EMPLOYMENT HISTORY CONT.							
(3) Next Previous Employer	Telephone	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Dates Employed</th> </tr> <tr> <td style="width: 50%; text-align: center;">From Mo/Yr</td> <td style="width: 50%; text-align: center;">To Mo/Yr</td> </tr> </table>	Dates Employed		From Mo/Yr	To Mo/Yr	Summarize the nature of the work performed and job responsibilities.
Dates Employed							
From Mo/Yr	To Mo/Yr						
Address							
Job Title		Hourly Rate/Salary					
		Starting					
Immediate Supervisor and Title		\$ per					
Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other		Hourly Rate					
Reason for leaving?		\$ per					
EMPLOYMENT COMMENTS (including explanation of any gaps in employment): 							
REFERENCES							
List three business/work references that are NOT related to you and are NOT previous supervisors. If not applicable, list three school or personal references that are not related to you.							
Name	Telephone	Years Known	In what capacity did this person observe you or your work?				
PROFESSIONAL LICENSES							
List any professional license(s) that are related to the position for which you are applying and list state(s) in which licensed:							
OTHER INFORMATION							
Have you ever been convicted of, or are you now under charges for, any misdemeanor or felony offense? Omit (1) traffic fines, (2) any offense committed before your 18 th birthday which was finally adjudicated in a juvenile court or under a youth offender law, (3) any conviction the record of which has been expunged under federal or state law, and (4) any conviction set aside under the Federal Youth Corrections Act or similar authority. (A yes response will not necessarily disqualify you from employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No If checked yes, please explain below.							

PLEASE READ THE FOLLOWING AND SIGN THE APPLICATION IN THE SPACES PROVIDED BELOW. IF YOU HAVE ANY QUESTIONS, PLEASE SPEAK WITH THE HUMAN RESOURCES REPRESENTATIVE BEFORE SIGNING.

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CHATEAU** 

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I understand that employment by Garden Court Chateau is “at will.” This means that the employment relationship can be ended by Garden Court Chateau at any time for any reason with or without advanced notice and with or without cause. It also means that Garden Court Chateau may revise and make exceptions to its policies, practices, handbooks, manuals, rules, procedures, and regulations, in whole or in part, at any time. I further understand that acceptance of an offer of employment does not create a contractual obligation upon Garden Court Chateau to continue to employ me in the future or for any specific term.

If employed by Garden Court Chateau, I agree to comply with all safety and health rules, company policies and procedures, and local, state, and federal laws pertaining to my employment. I understand and accept these as conditions of my employment should I be hired. I agree to photographs of myself used for Garden Court Chateau advertisement.

I have reviewed this application carefully and I hereby affirm that my statements and answers to all questions on this application are true and correct and that I have not knowingly withheld any fact or circumstance that, if disclosed, would affect my application unfavorably. I understand that any misstatement or omission of fact on this application may result in my application not being considered, and, if employed, may result in my immediate dismissal.

I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS:

Signature of Applicant _____ Date _____

By signing below, I hereby authorize Garden Court Chateau to conduct an investigative and/or reference check as it deems appropriate. In the event that I am employed by, Garden Court Chateau, I hereby authorize Garden Court Chateau to answer any inquires regarding my employment, conduct, qualifications, and reasons for leaving.

In exchange for being considered for employment, I hereby release Garden Court Chateau, its employees, and agents, or any other individual providing information about me to Garden Court Chateau, from any liability arising from disclosure of such information.

Signature of Applicant Date _____