

Orchestrate Hospitality Group

APPLICATION FOR EMPLOYMENT

Your interest in **Gateway Hotel & Conference Center** is appreciated and we are sincerely interested in your qualifications. An understanding of your background will help us place you in the position that best meets your qualifications. The information you provide in this application is strictly confidential and will be released only to **Orchestrate Hospitality Group** staff directly involved with personnel processes.

Please fill out this application carefully and completely. We will contact you if an interview is to be scheduled.

We consider applicants without regard to race, creed, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job-related medical condition or disability, or any other legally protected status.

Position applied for: _____

Date: _____

Last Name: _____ First Name: _____ MI _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone number(s): _____ Email: _____

If you are applying for a beverage position, are you 18 years of age or older? _____

Have you ever filed an application with us or any Orchestrate affiliate before? _____

Have you ever worked for any Orchestrate affiliate in the past? _____

Are you currently employed? _____

May we contact your present employer? _____

Will you be willing to work evenings and weekends? _____

Are you available to work: Full Time _____ Part Time _____

Are you legally eligible for employment in U.S. _____

Proof of citizenship or immigration status will be required upon employment.

On what day or date would you be available for work? _____

Student: If yes what grade? _____

Other training:

In an Emergency Notify:

Name: _____

Address: _____

Relationship: _____

What method of transportation will you use to get to work?

Have you ever been convicted of a felony within the last 7 years? _____

If yes please explain:

Why are you interested in Gateway Hotel & Conference Center with Orchestrate Hospitality Group?

Please list any friends or relatives who currently work for Orchestrate Hospitality Group:

Please list any Orchestrate Hospitality location that you currently work for OR have applied with:

REFERENCES:

Please list the telephone and number and address of three references not related to you:

1. _____

2. _____

3. _____

EMPLOYMENT HISTORY

Please start with your present job:

Employer: _____

Address: _____

Telephone Number: _____

Supervisor: _____

Reason for leaving: _____

Dates employed: From _____ To _____

Salary: Starting _____ Ending _____

Work Performed:

May we contact this employer? _____

Employer: _____

Address: _____

Telephone Number: _____

Supervisor: _____

Reason for leaving: _____

Dates employed: From _____ To _____

Salary: Starting _____ Ending _____

Work Performed:

May we contact this employer? _____

Employer: _____

Address: _____

Telephone Number: _____

Supervisor: _____

Reason for leaving: _____

Dates employed: From _____ To _____

Salary: Starting _____ Ending _____

Work Performed:

May we contact this employer? _____

APPLICANT STATEMENT

In consideration of my employment, I agree to conform to the rules and regulations of **Orchestrate Hospitality Group**. I agree that my employment can be terminated, with or without cause or notice, at any time, at the option of either **Orchestrate Hospitality Group** or myself. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause or notice, at any time by **Orchestrate Hospitality Group**. I understand that no representative of **Orchestrate Hospitality Group**, other than the owner, has any authority to enter into any contract or agreement contrary to the foregoing, and then only if such commitment is in a signed written document. This is not such a contract or agreement.

Date: _____

Signature: _____

EQUAL OPPORTUNITY EMPLOYMENT

Orchestrate Hospitality Group is an equal opportunity employer and an affirmative action employer. We are dedicated to extending job opportunities to persons who previously have been denied employment or upward mobility due to physical, racial, age, or sex characteristics. All employees will be considered for hiring, training, and promotion strictly on the basis of ability to perform the job duties and without regard to race, color, creed, sex, age, ancestry, national origin, or physical or mental disabilities or any other protected status.

I certify that I have read and understood the foregoing paragraphs. I further certify that all the information submitted by me on this application is true and complete to the best of my knowledge, and I understand that any false information, omission, or misrepresentations of fact called for in this application may be cause for denial of my application or if I am employed, discharge at any time.

Date: _____

Signature: _____

INFORMATION RELEASE AUTHORIZATION

I have applied for employment and to enable **Orchestrate Hospitality Group** to properly evaluate my qualifications, I request and authorize you to release and furnish any and all information in your records or files, or within your knowledge, concerning my present and/or past employment, credit, school records and transcripts.

Date: _____

Signature: _____