



# SENATOR

INN & SPA

Name \_\_\_\_\_

Dear Applicant,

The position you are applying for is based on business needs, and hours will generally be variable each week. We are open 7 days a week, 365 days a year - including weekends and holidays, so it takes a large staff to fill our employment needs. To best accommodate both you and the company, please complete the following items so we can best match your availability with our current needs.

**Position(s) I am interested in:**

<u>Hotel</u>	<u>Restaurant</u>	<u>Spa</u>
Front Desk/Night Audit	Cook Dishwasher	Spa Desk
Housekeeping	Server Bartender	Spa Therapist - <i>Maine License Required</i>
Laundry	Busser Host/Hostess	
Public Area/Spa Cleaner		
Maintenance		

**Daily Availability:**

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**Are you looking for:**     Year-round employment                       Seasonal only

On-call (variable hrs)                       Part Time (5-29 hrs)                       Full Time (30+hrs)

AM shifts                       PM Shifts                       Overnights

**Requested hours per week:** \_\_\_\_\_

Reminder: *Flexible availability is preferred as we schedule based on business needs. Weekly schedules will vary.*

**Restrictions:**

We understand you may have classes, day care needs, etc, that may affect your availability to work. Please list any times you are **NOT** available.

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Thank you for completing this cover sheet and the accompanying application. We now have a good idea of your availability and will take this into consideration as we match applicants to our open positions.



Please list your last four jobs, starting with your present or most recent. Please do not leave out any of your last four jobs.

Employer	Dates Employed From _____ To _____
Address	Reason for leaving
City _____ St. _____ Zip _____ Phone _____	
Type of work / duties	Name of Supervisor

Employer	Dates Employed From _____ To _____
Address	Reason for leaving
City _____ St. _____ Zip _____ Phone _____	
Type of work / duties	Name of Supervisor

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City _____ St. _____ Zip _____ Phone _____	
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Employer	Dates Employed From _____ To _____
Address	Reason for leaving
City _____ St. _____ Zip _____ Phone _____	
Type of work / duties	Name of Supervisor

Are you working now?  Yes  No      May we contact your employer?  Yes  No

Reason \_\_\_\_\_

Which of the above jobs did you like best? \_\_\_\_\_ Why? \_\_\_\_\_

Have you ever held a second job at the same time as you had a full-time job?

Yes

No

Explain

Have you ever had a job while going to school full-time?

Yes

No

Explain

Can you read and write at a sixth grade level?

Yes

No

What are you looking for in a job? (Be specific)

What qualities, special skills or training do you possess that would be the most valuable to you in a job with our company?

Why would you stay at this job for three or four years?

Why are you the best person for this job?

What are your long-term career goals?

List any other information you would like us to consider or use this space to sell yourself.

### REFERENCES

List the name and telephone number of three people who know you but are not related to you.

Name	Telephone	Relationship

Driver's License Number _____	State _____	Expiration date _____
Have you ever been terminated from a job or resigned from a job as an alternative to termination? <input type="checkbox"/> Yes <input type="checkbox"/> No    Explain _____		
Have you ever been disciplined or warned by an employer for excessive absenteeism, lateness, or poor job performance? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Explain _____		

Do you have any relatives working for our company?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Name _____
Have you ever worked at a hotel?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Name and Location _____
Spouse's name _____ Occupation _____					
Parents' name _____ Occupation _____					

**Applicant Certification**

*I certify that I have provided truthful and complete responses to all inquiries in my application and on any resume I may have provided. Should I be employed by this Employer, I understand that any misrepresentation, falsification, or omission may result in immediate dismissal.*

*I authorize this Employer to contact any or all of my current and prior employers, schools, references, and any other person and authorize them to provide all information requested of them, personal or otherwise. I release any entity which provides information to this Employer from liability for any damage or injury that may result from furnishing such information to this Employer. I authorize this Employer to verify all information set forth in my application and received during the application process by any and all other means authorized or permitted by law, including but not limited to criminal checks and driver's license checks.*

*I understand that any employment is on an at-will basis. I understand that if I accept employment I may terminate employment at any time and may be terminated at any time, with or without cause, and that I have no express or implied contract for continued employment.*

*I understand that an offer of employment may be conditioned on the results of a medical examination.*

*This hotel is open 7 days a week, 24 hours a day, 365 days a year and I understand that I may be asked to work at any time.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_