

<b>POSITION APPLYING FOR:</b>	<b>DATE:</b>
<i>For Company Use Only</i>	
Position Hired For:	
Pay Rate:	
Drug Test Date:	
Notes to HR:	

*The Hotel Arizona / Randolph Park Hotel and Suites*  
**EMPLOYMENT APPLICATION**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Message Phone \_\_\_\_\_

Availability: FT  PT  Days  Nights  Evenings  Weekends  Holidays

How did you learn of this position? \_\_\_\_\_ When can you start? \_\_\_\_\_

Previous Hotel Arizona/Radisson Tucson City Center/Randolph Park/HSL Employee: Yes  No

Previous Hotel Position \_\_\_\_\_ Dates \_\_\_\_\_ to \_\_\_\_\_

Location \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Are you at least 18 years of age or otherwise able to submit proof of eligibility to work consistent with applicable Child Protection or related labor Laws? Yes  No  Minors will be required to submit proof of eligibility for employment.

Are you either a U. S. citizen or otherwise authorized to work in the United States? Yes  No   
 If hired, according to the Immigration and Control Reform Act 1986, you will be required to submit proof of eligibility to work in the United States.

Have you been convicted of a crime or have any criminal charges pending? Yes  No   
 If yes, please explain the conviction/charge, when and where it occurred. \_\_\_\_\_

(The existence of a felony conviction or charge does not create an automatic bar to employment, and it will be given consideration only to the extent that it is or may be related to a particular position.)

**EDUCATION AND TRAINING**

Name of School and Location	Last Year Completed	Did you Graduate?	Degrees	Subjects
High School Name _____ Address _____ City _____	1    2    3    4	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Undergraduate College or University Name _____ Address _____ City _____	1    2    3    4	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Graduate/Professional/Trade School Name _____ Address _____ City _____	1    2    3    4	YES <input type="checkbox"/> NO <input type="checkbox"/>		

List any specific job skills and work related machinery, office equipment or software programs you can operate, if pertinent. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY:** Please complete this section, in detail, listing, in order, last or present employer first. Employment experience beyond 10 years is strictly voluntary. Attach additional sheets, if necessary.

<b>Employer and Location</b> Company Name _____ Address _____ City and State _____ Job Title _____	<b>Dates</b> From _____ To _____	<b>Rate of Pay</b> Starting _____ Ending _____	<b>Supervisor's Name</b> _____ Title _____ Phone _____	<b>Reason for Leaving</b> _____ _____ Resigned <input type="checkbox"/> Terminated <input type="checkbox"/>
Duties _____				
<b>Employer and Location</b> Company Name _____ Address _____ City and State _____ Job Title _____	<b>Dates</b> From _____ To _____	<b>Rate of Pay</b> Starting _____ Ending _____	<b>Supervisor's Name</b> _____ Title _____ Phone _____	<b>Reason for Leaving</b> _____ _____ Resigned <input type="checkbox"/> Terminated <input type="checkbox"/>
Duties _____				
<b>Employer and Location</b> Company Name _____ Address _____ City and State _____ Job Title _____	<b>Dates</b> From _____ To _____	<b>Rate of Pay</b> Starting _____ Ending _____	<b>Supervisor's Name</b> _____ Title _____ Phone _____	<b>Reason for Leaving</b> _____ _____ Resigned <input type="checkbox"/> Terminated <input type="checkbox"/>
Duties _____				

**REFERENCES**

Name and Basis for Referral	Address	Telephone Number
1.		
2.		
3.		

May we contact all employers and references listed? \_\_\_\_\_ If no, please indicate which one or ones you do not wish us to contact and why: \_\_\_\_\_

**SUMMARY**

Occasionally the format of an application blank makes it difficult for an individual to adequately summarize his/her qualifications for employment. Please use the space below to summarize any additional abilities, accomplishments or skills which you believe is necessary to better describe your qualifications:

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**APPLICANT'S CERTIFICATION AND AGREEMENT - PLEASE READ CAREFULLY**

I certify that the facts set forth in this Employment Application are true and complete. I understand that, if employed, any omissions, false or misleading statements on this application will be sufficient grounds for dismissal. You are hereby authorized to make any investigation of my background yourself, or through an investigative agency or bureau of your choice. You are further authorized to distribute a copy of this application to the alternate business entity without notice should vacancies exist. I release and agree to hold harmless The Hotel Arizona and/or Randolph Park Hotel & Suites, and waive any claims I may have against the organization and employees of the Company/Companies, as a result of their good faith compliance with information requests. I understand, and agree, that if employment is offered, and I accept employment, my employment may be terminated at any time, with or without cause, with or without notice by myself or by the Company/Companies, and that no Employee or Officer has the authority to promise me employment for any specified period of time.

I understand that my employment will be governed by the policies and procedures of the Company/Companies.

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

**The Hotel Arizona and Randolph Park Hotel & Suites are Equal Opportunity Employers, without regard to race, color, creed, gender, national origin, age, marital status, disability, sexual orientation, or any other protected status.**