



# Application for Employment

## An Equal Opportunity Employer

The Bertram Inn & Conference Center is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief, veteran status or disability.

Federal Law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity.

### Personal Data

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_ Alternate Telephone #: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Class: \_\_\_\_\_

Email Address: \_\_\_\_\_ and Date of Birth \_\_\_\_\_

For employment verification, have you used any other names in a previous job (ex: maiden name)? \_\_\_\_\_

### Driver Positions Only (Valet, Bellman, Van Driver)

If you are applying for a position, which requires you to drive, do you have a valid Driver's License? \_\_\_\_\_

Have you been cited for a traffic violation of any kind within the past 5 years? \_\_\_\_\_ If yes, please give dates and details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Citizenship

If you are not a citizen of the United States of America, do you have a permanent resident visa card, I-94 Form, or letter from Immigration Services indicating that you are legally permitted to work in this country?

Yes \_\_\_\_\_ No \_\_\_\_\_. If hired, you will be required by law to show proof of status.

### Availability

Position Desired: First Choice \_\_\_\_\_ Second Choice: \_\_\_\_\_

Wage Rate Desired: \_\_\_\_\_ per \_\_\_\_\_ Date available to start work: \_\_\_\_\_

For what job status are you applying? Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Hours per week \_\_\_\_\_

Are you available to work Overtime? \_\_\_\_\_ Work schedule which include weekends and holidays? \_\_\_\_\_

List any scheduling problems or limitations: \_\_\_\_\_

Do you have reliable transportation to meet any work schedule requirement any day of the week? \_\_\_\_\_

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**General Information**

How were you referred to The Bertram Inn & Conference Center? Employment Agency\_\_\_\_\_

Newspaper Ad\_\_\_\_\_ Bertram Employee\_\_\_\_\_ Internet\_\_\_\_\_

Passing By\_\_\_\_\_ Other\_\_\_\_\_

Have you ever been employed by The Bertram Inn & Conference Center or Glenmoor Country

Club? \_\_\_\_\_ If yes, which property?\_\_\_\_\_ Dates of Employment\_\_\_\_\_

Reason for leaving? \_\_\_\_\_ Name of Manager/Supervisor\_\_\_\_\_

Position Held\_\_\_\_\_

Do you have any relatives working here? YES\_\_\_\_\_ NO\_\_\_\_\_ If yes, who?\_\_\_\_\_

What department?\_\_\_\_\_ Relationship\_\_\_\_\_

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**Police Conviction Record**

Have you ever been convicted of a felony, misdemeanors, summary offense, pled guilty or no contest to a felony, or are you currently in court process for a felony? YES\_\_\_\_\_ NO\_\_\_\_\_ If yes, please briefly describe the circumstances, indicating the date, nature, and place of the offense or alleged offense and current status of case. A conviction record will not necessarily bar you from employment since this will be looked upon as only one of the factors considered in the employment decision and is evaluated in terms of the nature, severity and date of offense.

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**Military Data**

Have you ever served in the United States Armed Forces? YES\_\_\_\_\_ NO\_\_\_\_\_ If yes, did you acquire any special training or skills during your service?\_\_\_\_\_

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**Educational Data**

Type of School	Name of School	Years Completed Circle One	Graduated Circle One	Type of Degree Diploma or Certificate	Major/Minor Field of Study
High School		8, 9, 10, 11, 12	Yes No		
College			Yes No		
Other Training					

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## Employment History

List your current or most recent employment first, then follow in order from latest to earliest. Include work related internships, military and volunteer work. Explain any gaps in work history of more than one month's duration. Please fill out completely. **DO NOT WRITE IN "SEE RESUME" AND DO NOT LEAVE TELEPHONE NUMBERS BLANK.**

Current or Most Recent Employer: \_\_\_\_\_

City and State: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Position Title: \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ per: Hour Week Month Year (Circle One)

Explanation for gap in employment: \_\_\_\_\_

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Previous Employer: \_\_\_\_\_

City and State: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Position Title: \_\_\_\_\_ Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ per: Hour Week Month Year (Circle One)

Explanation for gap in employment: \_\_\_\_\_

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Previous Employer: \_\_\_\_\_

City and State: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Position Title: \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ per: Hour Week Month Year (Circle One)

Explanation for gap in employment: \_\_\_\_\_

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## Professional References

Name	Title	Company	Telephone	Professional Relationship

**Please Read and Initial Each Paragraph, then Sign Below**

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from the company.

\_\_\_\_\_

I permit the company to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers & all other persons, corporations, partnerships & associations from any & all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

\_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

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