

Application for Employment

Quality Inn & Suites / 400 S George Nigh Expty, McAlester OK

(WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER)

Each inquiry on this application must be fully answered or completed. Otherwise, you will not be considered for employment.

Location Desired _____ Position Desired _____ Full-Time Part-Time Temporary _____ Date Available for Work _____

PERSONAL DATA

Name _____

Present Full Address _____

How long have you lived there? _____

Previous Full Address _____

How long did you live there? _____

Home Telephone Number _____ Cell Phone Number _____

Are you 18 years of age or older? Yes No

PREVIOUS EMPLOYMENT

READ CAREFULLY. Please provide information about your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time between your most recent employment and the oldest employer listed including military service and any period of unemployment. If self-employed, give company name and provide business references. In response to "Reason for Leaving" please provide the reason you believe each former employer's records will show as your reason for leaving. **YOUR FAILURE TO FULLY AND ACCURATELY COMPLETE THIS SECTION MAY DISQUALIFY YOU FOR FURTHER CONSIDERATION FOR EMPLOYMENT.**

EMPLOYER NAME		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				Reason for Leaving (provide detailed response)
Address		Hourly Rate/Salary		
		Starting	Final	
Last Job Title	Name and Title of Last Supervisor			How much notice did you give before leaving?
EMPLOYER NAME		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				Reason for Leaving (provide detailed response)
Address		Hourly Rate/Salary		
		Starting	Final	
Last Job Title	Name and Title of Last Supervisor			How much notice did you give before leaving?
EMPLOYER NAME		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				Reason for Leaving (provide detailed response)
Address		Hourly Rate/Salary		
		Starting	Final	

Last Job Title	Name and Title of Last Supervisor			How much notice did you give before leaving?
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EMPLOYER NAME		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				Reason for Leaving (provide detailed response)
Address		Hourly Rate/Salary		
		Starting	Final	
Last Job Title	Name and Title of Last Supervisor			How much notice did you give before leaving?

List all other employers you have had in the last ten years and identify the city/town and state in which each is located.

Please explain fully any and all gaps in your employment history of more than one month. _____

BACKGROUND INFORMATION

Do you have the legal right to work in the United States for this Company and do you have documentation of that right?

9 Yes 9 No

List any other names, including nicknames, which you may have used and which will be necessary to verify your prior employment:

Have you ever been involuntarily terminated or asked to resign from any job or resigned employment by mutual consent?

9 Yes 9 No If yes, please explain circumstances. _____

Have you ever quit a job without giving notice? 9 Yes 9 No If yes, please explain circumstances. _____

May we contact your current employer? 9 Yes 9 No If no, please explain: _____

Have you ever worked for this Company? 9 Yes 9 No If yes, please give dates and position: _____

Do you have any friends or relatives working for this Company? 9 Yes 9 No

If yes, Name(s) and Relationship to you. _____

How were you referred to us? _____

IMPORTANT INSTRUCTIONS TO ALL APPLICANTS FOR ANSWERING THE NEXT TWO CRIMINAL BACKGROUND QUESTIONS

All applicants: Do not include arrests or convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program.

Have you ever plead guilty or no contest to, or been convicted of any criminal offense other than the applicable exceptions listed above? Yes No

Have you ever been arrested for any matters for which you currently are out on bail or on your own recognizance pending trial? Yes No

CRIMINAL OFFENSES ONLY: If you answered Yes to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered. _____

Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. The Company will consider the nature of the crime, its seriousness, the substantial relation to the position's functions and qualifications, the number of occurrences, the applicant's age at the time of the crime, the time elapsed since the crime, the applicant's entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by law.

List any professional designations, certifications, licenses, or courses that may be applicable to the position for which you are applying:

OTHER INFORMATION - Please describe other experience you have which would be relevant to the job for which you are applying: _____

DRIVING INFORMATION (Complete only if driving is an essential function of the job for which you are applying).

Do you have adequate transportation to and from work if hired? 9 Yes 9 No

You have a current valid driver's license? 9 Yes 9 No If yes, License No: _____ State: _____ Expiration Date: _____

Has your license ever been suspended or revoked? 9 Yes 9 No If yes, explain: _____

Do you have personal automobile insurance? 9 Yes 9 No If no, explain: _____

Have you ever been denied personal automobile insurance or has it ever been terminated or suspended? 9 Yes 9 No

If yes, explain: _____

Have you ever been convicted, plead guilty, or plead *nolo* to a charge of DWI or DUI? 9 Yes 9 No

Are any DUI, DWI or other traffic/moving violation related charges currently pending against you? 9 Yes 9 No If yes to either question, explain: _____

Please list all moving traffic violations in the last five (5) years:

Offense	Date	Location	Comments

EDUCATION

School Name	Years Completed (Circle)	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Experience, Training, Skills, and Extra-Curricular Activities
Elementary	4 5 6 7 8			
High School	9 10 11 12			
College/University	1 2 3 4			

Graduate/Professional	1 2 3 4			
Trade or Correspondence				
Special Courses in the Automotive Field				

PERSONAL REFERENCES

Please list persons who know you well -- *not previous employers or relatives*

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

EMERGENCY INFORMATION

In case of an accident or other emergency, who should we contact?

Name _____ Relationship _____

Home address _____ Telephone _____
 Street City State Zip

Work address _____ Telephone _____
 Street City State Zip

THIS APPLICATION WILL BE CONSIDERED "ACTIVE" FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT I HAVE RECEIVED A SEPARATE WRITTEN NOTIFICATION THAT THE COMPANY MAY OBTAIN A CONSUMER REPORT ON ME FOR USE IN CONNECTION WITH MY APPLICATION AND, IF I AM HIRED, MY EMPLOYMENT WITH THE COMPANY. I AUTHORIZE THE COMPANY TO OBTAIN THIS REPORT.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

By my signature below I attest that the information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, incomplete, or unsatisfactory in any respect I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I understand that if hired I will be employed at-will, which means that I have the right to terminate my employment at any time without cause or notice and that the Company has a similar right. By my signature below I attest that no management level employee has made any statements or representations to me which are contrary to or contradict employment at-will status.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THIS STATEMENT.

Applicant's Signature

Date