



Application for Employment

(Pre-Employment Questionnaire)

(An Equal Opportunity Employer)

Personal Information:	Date:
Name:(last, first, middle)	

Current Address:(street, city, state, zip code)

Permanent Address: (if different from above, street, city, state, zip code)

Phone No.:	Are you 18 Years of Age or Older: Yes / No
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Are you either a U.S. Citizen or an Alien Authorized to work in the United States: Yes / No

In order to allow us to adequately check your employment or education history, please state any other name(s) under which you have been employed or attended school.

Are you under 18 years of age?	Yes / No	If Yes, please give date of birth.
No		

Position desired	Type of work desired? Please check appropriate box. Full time / Part time / Temporary / Seasonal
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How were you referred for this position?	Expected salary \$	Date available for employment
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Are you authorized to work in the U.S. on an restricted basis? Yes / No	(If hired you will be asked to furnish documents to establish identity and eligibility to work in the U.S. within 3 days of employment date)
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Have you previously applied for employment with The Meander Hospitality Group? If, Yes please give date, location and position applied for. Yes / No		
Date	Location	Position applied for

Driving and Criminal Records

Current driver's license no.	State	Has your driver's license ever been suspended or revoked? If yes, please explain. Yes / No
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Driving records will be considered only when driving for the company business is a job requirement.

Have you ever plead guilty, no contest, or been convicted of a crime within the past 7 years?	Yes / No	If yes, please give details below (exclude minor traffic violations)
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Date of conviction	Court location	Nature of conviction

Computer Language/Tools

Software on which you have had training or experience.

Please circle yes / no.

yes / no	Microsoft Excel	yes / no	Microsoft Access	yes / no	Microsoft Outlook	Language/other systems	Proficiency	Year Last Used
yes / no	Microsoft Word	yes / no	Microsoft PowerPoint	yes / no	Internet			

Language/Other systems

Education

Name of school and location (city, state)	Did you graduate		Major		Degree	Overall grade average
High School (if you received a GED please indicate educational institution, city, and state)	Yes	No	Diploma	GED		
Technical/Vocational School	Yes	No				
College or University	Yes	No				
Graduate School	Yes	No				

List your professional studies, licenses/certification, memberships, designation or other activities which you feel we should know about when considering applications.

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List your college, post high school or high school honors, distinction or activities which you feel we should know about when considering you application

Foreign language	Read	Speak	Write
	YES / NO	YES / NO	YES / NO
	YES / NO	YES / NO	YES / NO

you may exclude any organization or activities which indicate race, color, religion, sex, national origin or sexual orientation.

Employment History

(Answer all questions fully and avoid "see resume" as a response.)

Give name of current or most recent employer first (include U.S. Military duty, both active and reserve). In competing the employment history portion of the application you may include such history any verifiable work performed on a volunteer basis.

Current or Most Recent Employer

May we contact your current employer? Yes / No / Not presently employed

Name of Employer		Business phone No.	Employment Date	Termination Date
City	State	Supervisor name, title, and phone		
Starting Position	Starting Salary	Ending Position	Ending Salary	
Reason for Leaving				

Former Employer

Name of Employer		Business phone No.	Employment Date	Termination Date
City	State	Supervisor name, title, and phone		
Starting Position	Starting Salary	Ending Position	Ending Salary	
Reason for Leaving				

Former Employer

Name of Employer		Business phone No.	Employment Date	Termination Date
City	State	Supervisor name, title, and phone		
Starting Position	Starting Salary	Ending Position	Ending Salary	
Reason for Leaving				

Employment History (continued)**Former Employer**

Name of Employer		Business phone No.	Employment Date	Termination Date
City	State	Supervisor name, title, and phone		
Starting Position	Starting Salary	Ending Position	Ending Salary	
Reason for Leaving				

Explanation of Interruptions in Employment History

Please use this space to explain any interruptions in your employment history since high school that do not pertain to pregnancy, child care or disability.

References

Please use former supervisors, coworkers, instructors who are familiar with your work. Do not list relatives or current employees.

Name	Type of acquaintance	Home phone no.	Business Phone No.
Current Address (city, State)	Employer	Position	
Name	Type of acquaintance	Home phone no.	Business Phone No.
Current Address (city, State)	Employer	Position	
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Current Address (city, State)	Employer	Position	

Are you willing to Travel?	Will you relocate?	Open to all Locations?	Locations not acceptable if any...
Yes / No	Yes / No	Yes / No	

Applicant's Certification and Agreement

I certify that the facts set forth in this Employment Application are true and complete. I understand that if I am employed, omissions, false or misleading statements on this application shall be sufficient grounds for dismissal. You are hereby authorized to make any investigation of my background yourself or through any investigation agency or bureau of your choice. I release and waive any claims I may have against people and organizations as a result of their good faith compliance with information requests. I understand and agree that if employment is offered to me and I accept employment may be terminated at any time, with or without cause and with or without notice, by myself or by the company and that no employee or officer has the authority to promise me employment for any specific period of time. I understand that any employment would be governed by the policies and procedures of the company in effect from time to time.

I understand that during my employment there may be times when my personnel file needs to be transferred to a party in another country or from that country to the United States. I hereby grant the Company explicit permission to make such a transfer.

Signature of Applicant	Date	Signature of parent and/or legal guardian
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