

# Employment Application



## Personal Information

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Present Address: \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Drivers License Number \_\_\_\_\_ Insured? \_\_\_\_\_

Are you 18 years or older: \_\_\_\_\_ Are you either a U.S. Citizen or an alien authorized to work in the US? \_\_\_\_\_

## Employment Desired

Position: \_\_\_\_\_ Salary Desired: \_\_\_\_\_ Date Available: \_\_\_\_\_

Presently employed? \_\_\_\_\_ Employer? \_\_\_\_\_ May we contact your present? \_\_\_\_\_

Have you ever applied or worked at The Parrish Collection or Grantham Resorts before? \_\_\_\_\_

If yes, for what position and when? \_\_\_\_\_ Referred by: \_\_\_\_\_

## Education

School, Location	Years Attended	Did you graduate?	Year
High School _____	_____	_____	_____
College _____	_____	_____	_____
Trade, Business or Other: _____	_____	_____	_____
Major or-Subjects Studied: _____	_____	_____	_____

## General

Subjects of Special Study or Research Work: \_\_\_\_\_

Special Skills & Strengths: \_\_\_\_\_

Activities: (civic, athletic, etc.): \_\_\_\_\_

(You may exclude organizations whose name indicates the race, creed, sex, age, marital status, or nation of origin of its members)

U.S. Military or Naval Service: Branch \_\_\_\_\_ Rank \_\_\_\_\_ Present Status \_\_\_\_\_

## References

Provide the names of three persons, not related to you, whom you have known for at least one year

Name	Address	Business	Yrs. Acquainted
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Employment History

List last three employers, starting with the last one first

Dates	Name and Address of Employer	Position	Salary
From ____ / ____ To ____ / ____	_____	_____	_____
	Reason for Leaving? _____		
From ____ / ____ To ____ / ____	_____	_____	_____
	Reason for Leaving? _____		
From ____ / ____ To ____ / ____	_____	_____	_____
	Reason for Leaving? _____		

Which of these jobs did you enjoy the most? \_\_\_\_\_

Why? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Emergency Contact

Names	Relationship	Phone numbers
_____	_____	_____
_____	_____	_____

## Authorization for Verification

- I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.
- I authorize investigation of all statements contained herein and the references listed to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.
- I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment or my wages and salary, be terminated at any time without prior notice and without cause.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### APPLICANT: Do Not Write in this Section

Application Date: \_\_\_\_\_ In response to: \_\_\_ Ad \_\_\_ Other: \_\_\_\_\_

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks:

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

**Experience Summary**

Please answer the following questions. You may use the reverse side of this form if you wish to elaborate on your explanations.

1. What experience have you had in the Hospitality Industry?

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2. How much computer experience do you have? Please include the programs you are proficient at.

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3. Have you received training in the “service profession” or public relations field? If so, please describe.

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This job will involve dealing with people. How do you respond to people who might be “upset,” “irate” or “irrational” and are you able to remain polite & professional under stressful situations?

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4. What are you looking for in your job? What are your goals as they relate to your employment?

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5. What do you feel is the most important benefit that you can offer to our company?

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6. Do you plan to stay on Kauai? Do you have any future plans which would cause you to relocate off the island?

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7. Is there any other information that you would like us to better understand?

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