



EMPLOYMENT APPLICATION

Monterey Plaza Hotel & Spa
Human Resources Office
400 Cannery Row, Monterey, CA 93940
(831) 646-1700 Fax (831) 655-8253
Job Hotline (831) 646-1700 – Extension 5736

Applications Accepted from 1pm to 4pm Monday through Friday

Monterey Plaza Hotel & Spa is an Equal Opportunity Employer dedicated to a policy of complying with all applicable state and federal laws prohibiting discrimination in employment based on race, creed, national origin, sex, marital status, age, disability, or any other protected classification. Monterey Plaza Hotel & Spa requires all applicants to personally complete an application for employment. Please advise a Human Resources staff member if you have difficulty in meeting this requirement.

PERSONAL INFORMATION: *(Please print clearly in blue or black ink)*

Name: _____
Last First Middle

Address: _____
Street City State/Zip

Telephone: _____
Home Cell

Email: _____

EMPLOYMENT INFORMATION:

Can you, after employment, submit verification of your legal right to work in US? Yes No

Position(s) Desired: _____

Date you can start: _____ Salary/Wage Desired: _____

Are you available to work: Full-Time Part-Time Temporary On-Call
 Evenings Weekends Overtime Split Shift
 Other::

How did you hear about us: Coast Weekly Employment Agency _____
Please print name of agency

Relative Friend Walk-in Website

Current Employee: _____
Please print name of current employee

OTHER EMPLOYMENT INFORMATION:

Have you ever applied with Monterey Plaza Hotel & Spa? Yes No Year _____ Job _____

Have you ever worked for this hotel before? Yes No Year _____ Job _____

Do you have any relatives currently employed by Monterey Plaza Hotel & Spa? Yes No

If yes, who? _____ What is their relationship to you? _____

Have you ever used another name that we would need in order to verify your employment experience and/or education? Yes No

If yes, please state all other names used and the dates you have used them: _____

Can you provide proof that you meet the legal age requirement of 21 years to serve and handle alcoholic beverages if you are hired? Yes No

If the position for which you are applying requires the use of a vehicle, do you have a valid driver's license? Yes No

License Number

State

Expiration Date

Class

CRIMINAL MATTERS:

No applicants will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, surrounding circumstances, and relevance of the offense to the position applied for may however be considered.

Have you ever been convicted of a felony or misdemeanor? Yes No
(Do not include possession of less than 2oz. of marijuana for personal consumption more than two years ago, traffic violations which did not result in the deduction of points from your license, or offenses for which the record has been expunged, sealed or eradicated.)

Did the conviction(s) (guilty or nolo contendere plea) result in imprisonment? Yes No Number of times: _____

If you have ever been convicted of a felony or misdemeanor, please state the nature of the crime(s). Include the date and location convicted and disposition of the case(s):

Have you ever been convicted of driving under the influence? Yes No Number of times: _____

SPECIAL SKILLS & TRAINING: *(Check if applicable)*

Typing _____ WPM Microsoft Word Microsoft Excel Access POS System

Please list any other software or office equipment with which you are proficient: _____

Describe any special job related skills (such as specialized training or apprenticeships): _____

List any current certifications and/or professional licenses and where registered: _____

Optional: Please indicate any language skills, other than English, that you speak or understand *(answer only of relevant to the performance of the job you are seeking)*:

| LANGUAGE | READING | | | SPEAKING | | | UNDERSTANDING | | | WRITING | | |
|----------|---------|------|------|----------|------|------|---------------|------|------|---------|------|------|
| | Fluent | Good | Fair | Fluent | Good | Fair | Fluent | Good | Fair | Fluent | Good | Fair |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

EDUCATION:

| SCHOOL | NAME & LOCATION OF SCHOOL | CIRCLE LAST YEAR COMPLETED | | | | MAJOR OR DEGREE |
|---------------------------|---------------------------|----------------------------|---|---|---|-----------------|
| | | 1 | 2 | 3 | 4 | |
| <i>High School</i> | | | | | | |
| <i>College/University</i> | | | | | | |
| <i>Trade/Vocational</i> | | | | | | |

EMPLOYMENT EXPERIENCE & REFERENCES:

DIRECTIONS:

Begin with your present employer, or last job. Account for all periods of time, including military service and periods of unemployment, and the nature of your experience. Since we will be contacting your previous employers and professional references, please be sure to give complete and correct telephone numbers. The Employment Experience and Professional References section must be completed. **Resumes are not acceptable in lieu of completion of this form.**

EMPLOYMENT EXPERIENCE & REFERENCES - continued:

| | | | | |
|--|------------------------------------|---------------------------|--------------|------------------------------|
| Employer | | Dates Employed | | Key Responsibilities: |
| | | <i>From</i> | <i>To</i> | |
| Location: | | | | |
| Phone Number () | Supervisors Name and Title: | | | |
| Your Job Title: | | Hourly Rate/Salary | | |
| Reason for Leaving: <input type="checkbox"/> <i>Resigned</i> <input type="checkbox"/> <i>Laid Off</i> <input type="checkbox"/> <i>Discharged</i> Why: | | <i>Starting</i> | <i>Final</i> | |
| Employer | | Dates Employed | | Key Responsibilities: |
| | | <i>From</i> | <i>To</i> | |
| Location: | | | | |
| Phone Number () | Supervisors Name and Title: | | | |
| Your Job Title: | | Hourly Rate/Salary | | |
| Reason for Leaving: <input type="checkbox"/> <i>Resigned</i> <input type="checkbox"/> <i>Laid Off</i> <input type="checkbox"/> <i>Discharged</i> Why: | | <i>Starting</i> | <i>Final</i> | |
| Employer | | Dates Employed | | Key Responsibilities: |
| | | <i>From</i> | <i>To</i> | |
| Location: | | | | |
| Phone Number () | Supervisors Name and Title: | | | |
| Your Job Title: | | Hourly Rate/Salary | | |
| Reason for Leaving: <input type="checkbox"/> <i>Resigned</i> <input type="checkbox"/> <i>Laid Off</i> <input type="checkbox"/> <i>Discharged</i> Why: | | <i>Starting</i> | <i>Final</i> | |

ADDITIONAL EMPLOYMENT REFERENCES:

| | | |
|-------------------------------|-------------------------|-------------------------------------|
| Professional Reference | Telephone Number | How do you know this person? |
| | () | |
| | () | |
| | () | |

CERTIFICATIONS:

APPLICANT: Please read the following and review the information you have provided very carefully before signing this application form. This is a very significant document. Please be sure that you have answered each item accurately and completely. Failure to do so may result in you not being considered for the position or in termination if inaccurate or omitted information is discovered after your employment had begun. Monterey Plaza Hotel & Spa will be conducting a pre-employment investigation concerning the accuracy of the information.

_____ I hereby certify that I have personally completed this application and that the answers given by me to the foregoing questions and statements are true and complete and that no material fact has been omitted. I understand that any false statements appearing on this or any other employment form will be sufficient reason to end further consideration of this application and not hire me; if discovered after my employment, such false statement will be sufficient reason for dismissal from the services of Monterey Plaza Hotel & Spa regardless of the time that has elapsed before discovery.

_____ I authorize Monterey Plaza Hotel & Spa or its designated agents to contact my references and to investigate my past employment, credit history, education credentials, Department of Motor Vehicles driving record, and other employment-related activities, without giving me prior notice of such disclosure. I agree to cooperate in such investigations and release those parties supplying such information to Monterey Plaza Hotel & Spa from all liability or responsibility with respect to information supplied to Monterey Plaza Hotel & Spa.

_____ I request, authorize and consent to the procurement of an Investigative Consumer Report and understand that it may contain information about my background, mode of living, character, personal characteristics and general reputation. This authorization in original or copy format shall be valid for one year from the date indicated next to my signature below. According to the *Fair Credit Reporting Act*, I will be notified if employment is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided.

_____ I understand that filing this application in no way assures me a position with Monterey Plaza Hotel & Spa, and that this application is not, and is not intended to be, a contract of employment. I understand that if employed, my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, and at the option of either Monterey Plaza Hotel & Spa or myself. I further understand that no one other than the Vice President/General Manager of the Monterey Plaza Hotel & Spa has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

_____ If employed by Monterey Plaza Hotel & Spa, I agree to abide by the rules, policies and procedures of Monterey Plaza Hotel & Spa and subsequent rules, policies and procedures that may become effective after employment. I understand that my initial and continued employment may be contingent upon the successful completion of a medical examination, and such examination may include drug and alcohol screening. I understand that Monterey Plaza Hotel & Spa believes strongly in a drug-free work environment and agree to abide by the drug and alcohol policies of Monterey Plaza Hotel & Spa during the time of my employment.

(Signature of Applicant)

(Date)