



MONTEREY PLAZA
HOTEL & SPA

EMPLOYMENT APPLICATION

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

Paper applications accepted 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:

After employment, you are able to submit verification of your legal right to work in US? Yes No

Position(s) Desired: _____

First date you would be available to start work: _____

You are available for work: Full-Time Part-Time Temporary On-Call
 Evenings Weekends Overtime Split Shifts

How you heard 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 at this hotel before? 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 required, can you show a current CA Food Handlers Card? Yes No

Have you read the job description or have the requirements of the job been explained to you? 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*

EDUCATION:

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

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:

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

ADDITIONAL EMPLOYMENT REFERENCES:

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

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

Typing ____ WPM MSWord MS Excel PMS System 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	
	Basic	Fluent	Basic	Fluent	Basic	Fluent	Basic	Fluent

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 post offer of employment investigation concerning the accuracy of the information.

Please read the following statements and initial next to each statement.

- _____ 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.
- _____ Post offer of employment, I authorize the company to thoroughly investigate, validate, and use for purposes related to my employment, the information contained in this application, my references, work and education record, and other matters made to my suitability for employment, and further authorize my references to disclose to the company any and all letters, reports and other information related to my work and education records, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and associations from any and all claims, demands or liabilities arising out of, or in any way related to, such investigation and disclosure.
- _____ Post offer of employment, 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)