

# Rock Island

Inn & Suites

Employment Application • 1702 SW 7<sup>th</sup> St. Atlantic, IA 50022 • [www.atlanticrockislandinn.com](http://www.atlanticrockislandinn.com) • (712)243-1600

APPLICANT INFORMATION			
Last Name		First	M.I.   Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone (      )		Desired amount of hours/week - Max:                      Min:	
Date Available to Start:		Desired Starting Wage:	
Position Applied for:		How did you hear about the position?	
Are you authorized to work in the U.S.?                      YES <input type="checkbox"/> NO <input type="checkbox"/>		Are you 18 years of age or older?                      YES <input type="checkbox"/> NO <input type="checkbox"/>	
Are you a military Veteran?                      YES <input type="checkbox"/> NO <input type="checkbox"/>		Are you 16 years of age or older (Housekeeping)?   YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever been known by any other name(s)?   YES <input type="checkbox"/> NO <input type="checkbox"/>		If so, what?	
Have you ever been convicted of a felony?              YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, explain	
EDUCATION			
<b>High School</b>		Address	
State	Did you graduate?   YES <input type="checkbox"/> NO <input type="checkbox"/>	Diploma	GED
<b>College</b>		Address	
State	Did you graduate?   YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
<b>Other</b>		Address	
State	Did you graduate?   YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
REFERENCES			
<i>Please list three professional (non-family member) references.</i>			
<b>Full Name</b>		Relationship	
Company		Phone (      )	
Address			
<b>Full Name</b>		Relationship	
Company		Phone (      )	
Address			
<b>Full Name</b>		Relationship	
Company		Phone (      )	
Address			

PREVIOUS EMPLOYMENT		
<b>Company:</b>		Phone (      )
Address:		Supervisor:
Job Title:	Starting Salary \$	Ending Salary \$
Responsibilities:		
From:	To:	Eligible for Rehire? YES <input type="checkbox"/> NO <input type="checkbox"/>
Reason for Leaving:		
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If No, please explain:		
<b>Company:</b>		Phone (      )
Address:		Supervisor:
Job Title:	Starting Salary \$	Ending Salary \$
Responsibilities:		
From:	To:	Eligible for Rehire? YES <input type="checkbox"/> NO <input type="checkbox"/>
Reason for Leaving:		
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If No, please explain:		
<b>Company:</b>		Phone (      )
Address:		Supervisor:
Job Title:	Starting Salary \$	Ending Salary \$
Responsibilities:		
From:	To:	Eligible for Rehire? YES <input type="checkbox"/> NO <input type="checkbox"/>
Reason for Leaving:		
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If No, please explain:		

**LIST ALL DAYS AND HOURS/SHIFTS THAT YOU ARE AVAILABLE TO WORK**  
**FRONT DESK SHIFT HOURS: 7AM-3PM, 3PM-11PM, 11PM-7AM HOUSEKEEPING SHIFT HOURS: 8AM-4PM**

Mondays:

Tuesdays:

Wednesdays:

Thursdays:

Fridays:

Saturdays:

Sundays:

**ADDITIONAL SKILLS AND TRAINING**

**DISCLAIMER AND SIGNATURE**

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

Rock Island Inn & Suites is an Equal Opportunity Employer. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

I certify that my answers on this application and its supporting documents are true and complete to the best of my knowledge. I understand and agree that misrepresentation or omission of facts represents grounds for elimination from consideration for employment, or termination after employment, if discovered at a later date. I authorize Rock Island Inn & Suites to investigate, without liability, all statements contained in this application and all supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if offered, does NOT constitute a contract for continued guaranteed employment. I understand that employees of Rock Island Inn & Suites serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date