

# EMPLOYMENT APPLICATION

PLEASE PRINT OR TYPE

Today's Date: \_\_\_\_\_

\_\_\_\_\_  
First Name MI Last Name Preferred Name/Nickname

\_\_\_\_\_  
Street Address City State Zip Code

\_\_\_\_\_  
Phone Alternate/ Phone Email Address

PLEASE PLACE A CHECK BY YOUR RESPONSE OR PROVIDE THE APPROPRIATE INFORMATION

Are you interested in:  Full Time  Part Time  Temporary

What schedules would you prefer?  Weekdays  Weekends  Evenings  Nights

How did you hear about us?  Walk In  Referral Name:  Advertisement Where:  Other:

Have you worked for this company before?  No  Yes Dates: \_\_\_\_\_

Do you know anyone who works here?  No  Yes Name: \_\_\_\_\_

Desired Pay: Hourly Pay \$ \_\_\_\_\_ Annual Pay \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Minimum Desired

When are you able to start work? Date: \_\_\_\_\_

In what local area do you prefer to work? \_\_\_\_\_

Position desired: \_\_\_\_\_

PLEASE CHECK YES OR NO TO THE FOLLOWING:

Are you authorized to work in the United States?  Yes  No

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, **The Gadsden Hotel** will verify the status of every individual offered employment with the Company. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization,

*The Gadsden Hotel is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, The Gadsden Hotel complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. The Gadsden Hotel also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.*

and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

**Are you under 18 years of age?**

Yes  No

If yes, can you furnish a work permit?

Yes  No

**Are you capable of performing the essential functions of the job for which you are applying with or without a reasonable accommodation?**

Yes  No

**PLEASE LIST YOUR WORK EXPERIENCE BELOW (MOST RECENT JOB FIRST)**

Massachusetts applicants may include any verified work performed on a volunteer basis.

	COMPANY NAME			YOUR POSITION and TITLE
FROM ____ / ____ Month      Year	NO. & STREET			SUPERVISOR'S NAME, TITLE and POSITION
	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER
	TYPE OF BUSINESS			
TO ____ / ____ Month      Year	TELEPHONE NUMBER (      )	TERMINATION ____ VOLUNTARY ____ INVOLUNTARY		REASON
	BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u>			

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	BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u>			

**EDUCATION:**

NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	DID YOU GRADUATE?	TYPE OF DEGREE OR DIPLOMA
HIGH SCHOOL OR PREP			
COLLEGE			
COLLEGE OR GRADUATE			
OTHER			

**PROFESSIONAL DESIGNATIONS:**

DESIGNATION	ORGANIZATION GRANTING DESIGNATION	DATE COMPLETED
DESIGNATION	ORGANIZATION GRANTING DESIGNATION	DATE COMPLETED

**PROFESSIONAL LICENSES:**

TYPE OF LICENSE	STATE GRANTING LICENSE	LICENSE NUMBER
TYPE OF LICENSE	STATE GRANTING LICENSE	LICENSE NUMBER

**REFERENCES: Please list three professional references**

NAME	RELATIONSHIP	COMPANY	PHONE/ALTERNATE PHONE

**PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION**

I have submitted the attached form to the company for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate the company to further process my application.

My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete to the best of my knowledge and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from the Company's employ.

I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment with the Company in the position I am seeking.

***I understand that this application is not an employment contract for any specific length of time between the Company and me, and that in the event I am hired, my employment will be "at will" and either the Company or I can terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy and the like, distributed by the Company to its employees is intended to or can create an employment contract, an offer of employment or any obligation on the Company's part. The Company may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.***

References: I hereby authorize the company and its agents to make such investigations and inquiries into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquires connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form. Furthermore, I authorize the company and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

Temporary/Contract Employment: If employed as a temporary or contract employee, I understand that I may be an employee of the company and not of any client. If employed, I further understand that my employment is not guaranteed for any specific time and may be terminated at any time for any reason. I further understand that a contract will exist between the company and each client to whom I may be assigned which will require the client to pay a fee to the company in the event that I accept direct employment with the client, I agree to notify the company immediately should I be offered direct employment by a client (or by referral of the client to any subsidiary or affiliated company), either for a permanent, temporary (including assignments through another agency), or consulting positions during my assignment or after my assignment has ended.

**SIGNED:**

**DATE:**

## Front Desk / Customer Service

### Company Details

The Gadsden Hotel is seeking a Front Desk / Customer Service agent to join our team. The Gadsden Hotel is a historic landmark located in [location], known for its exquisite architecture and exceptional service. As a member of our team, you will have the opportunity to work in a fast-paced and dynamic environment, providing unparalleled customer service to our guests.

### Key Responsibilities:

- Greet and welcome guests upon their arrival, ensuring a warm and friendly atmosphere
- Check-in and check-out guests efficiently, providing accurate information about hotel amenities and services
- Respond to guest inquiries and provide assistance with any requests or issues they may have
- Maintain cleanliness and organization of the front desk area, lobby, restrooms and public spaces, outdoor main areas that customer see as they walk in
- Assist with booking hotel stays, including making reservations and processing payments
- Clean all Glasses
- Call company to insure that they know we are open and have special rates
- Uphold the entire place to great standards and clean as you go

### Required Skills and Qualifications:

- Excellent communication and interpersonal skills
- Strong problem-solving abilities and the ability to handle difficult situations with professionalism
- Attention to detail and the ability to multitask effectively
- Proficiency in using computer systems and software, including reservation systems and Microsoft Office Suite
- Previous experience in customer service or hospitality is preferred, but not required

Join our team at The Gadsden Hotel and be a part of creating memorable experiences for our guests. Apply now to become our Front Desk / Customer Service agent!

Signature of employee \_\_\_\_\_ DATE \_\_\_\_\_

Hotel General Manager Signature \_\_\_\_\_ DATE \_\_\_\_\_

Job Title: Housekeeper/Room service

Overview: Gadsden Hotel is seeking a skilled and experienced housekeeper/room service personnel to join our team. As a housekeeper/room service personnel, you will be responsible for ensuring that all rooms and common areas are clean and well-maintained to hotel standards.

Key Responsibilities:

- Clean and maintain all assigned guest rooms and common areas
- Ensure that all rooms and common areas are presentable and well-stocked
- Handle laundry duties, including washing, drying and folding linens and towels
- Respond promptly to guest requests and complaints
- Follow all hotel safety and sanitation procedures

Required Skills and Qualifications:

- Previous experience in housekeeping or room service
- Ability to work independently and as part of a team
- Excellent communication and customer service skills
- Attention to detail and ability to work efficiently
- Able to lift 40Lb

Signature of employee \_\_\_\_\_ DATE \_\_\_\_\_

Hotel General Manager Signature \_\_\_\_\_ DATE \_\_\_\_\_

Job Title: Janitorial

Overview of the Company:

Gadsden Hotel is currently seeking an Janitorial staff to provide excellent customer service and maintain a clean and welcoming environment for our guests.

Key Responsibilities:

- Sweep and mop all floors, including the bar
- Clean all restrooms
- Sweep and mop museum
- Vacuum all carpets
- Clean outside patio area
- Twice a month Wax entire lobby and corresponding areas

Required Skills and Qualifications:

- Previous experience in customer service
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Attention to detail and ability to maintain a clean environment
- Availability to work overnight shifts including weekends and holidays.
- Ability to lift 50lb

Signature of employee \_\_\_\_\_ DATE \_\_\_\_\_

Hotel General Manager Signature \_\_\_\_\_ DATE \_\_\_\_\_

Job Title: Over Night Security

Overview of the Company:

Gadsden Hotel is currently seeking an Over Night Security staff to provide excellent customer service and maintain a clean and welcoming environment for our guests.

Key Responsibilities:

- Stay awake entire shift
- Inspect all doors to make sure that they are locked
- Walk Basement 1-2 time a night to insure no one is active
- Maintain yourself visible at the front desk at all times
- Must be able to lift 25lb

Required Skills and Qualifications:

- Previous experience in customer service
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Attention to detail and ability to maintain a clean environment
- Availability to work overnight shifts including weekends and holidays.
- Ability to lift 25lb

Signature of employee \_\_\_\_\_ DATE \_\_\_\_\_

Hotel General Manager Signature \_\_\_\_\_ DATE \_\_\_\_\_

Job Title: Restaurant Staff

Company Overview:

- The job is for The Gadsden Hotel.
- The Gadsden Hotel is an esteemed establishment known for its exceptional service and luxurious accommodations.
- Located in [please provide location], our hotel offers a unique experience to guests with its historic charm and modern amenities.

Key Responsibilities:

- Provide outstanding customer service to guests in the bar, restaurant, or any area of the hotel.
- Take payments from customers accurately and efficiently.
- Create a memorable experience for each customer, ensuring their needs are met and expectations exceeded.
- Maintain a clean and organized workspace, adhering to health and safety standards.
- Collaborate with other team members to ensure smooth operations and guest satisfaction.

- KITCHEN
- Must have knowledge of cooking/cleaning and all duties related to Kitchen staff.
- Prepping food
- Obtain a food handlers certificate prior to first pay period.
- Must be able to lift 40lb.
- Able to adapt to environment.
- Wash dishes

Required Skills and Qualifications:

- Excellent interpersonal and communication skills to interact effectively with guests and team members.
- Ability to handle cash transactions and operate point-of-sale systems.
- Strong attention to detail to ensure accuracy in taking payments and handling customer requests.
- Flexibility to work in a fast-paced environment, adapting to changing priorities and customer demands.
- Knowledge of health and safety regulations to maintain a clean and safe working environment.

Note: The job description provided above is for illustrative purposes only and does not represent an actual job opening.

Signature of employee \_\_\_\_\_ DATE \_\_\_\_\_

Hotel General Manager Signature \_\_\_\_\_ DATE \_\_\_\_\_