



EMPLOYMENT APPLICATION

Applicant Information

The Gadsden Hotel is an equal opportunity employer and complies with applicable federal, state, and local non-discrimination laws. Reasonable accommodations are provided to qualified individuals with disabilities in accordance with applicable law.

PERSONAL INFORMATION

First Name	MI	Last Name	Today's Date	Preferred Name / Nickname
Street Address	City	State	ZIP Code	
Phone	Alternate Phone	Email Address		

EMPLOYMENT PREFERENCES

Employment Type	☐ Full Time	☐ Part Time	☐ Temporary	
Preferred Schedule	☐ Weekdays	☐ Weekends	☐ Evenings	☐ Nights
How did you hear about us?	☐ Walk In	☐ Referral	☐ Advertisement	☐ Other
Name / Where / Details				
Have you worked for this company before?	☐ Yes	☐ No		
Do you know anyone who works here?	☐ Yes	☐ No		
Desired Pay	Hourly \$ 	Annual \$ 	Minimum \$ 	
Available Start Date		Position Desired		

ELIGIBILITY

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

Federal law requires employers to hire only individuals authorized to work in the United States. Any offer of employment is subject to verification of identity and employment authorization.

ADDITIONAL ELIGIBILITY

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, with or without reasonable accommodation?

☐ Yes

☐ No

WORK EXPERIENCE 1

Company Name

Position / Title

Street Address

Supervisor Name / Title

City

State

ZIP

Supervisor Phone

Type of Business

From (Mo/Yr)

To (Mo/Yr)

Telephone

☐ Voluntary

☐ Involuntary

Reason for Leaving

Major Duties

WORK EXPERIENCE 2

Company Name

Position / Title

Street Address

Supervisor Name / Title

City

State

ZIP

Supervisor Phone

Type of Business

From (Mo/Yr)

To (Mo/Yr)

Telephone

☐ Voluntary

☐ Involuntary

Reason for Leaving

Major Duties

WORK EXPERIENCE 3

Company Name

Position / Title

Street Address

Supervisor Name / Title

City

State

ZIP

Supervisor Phone

Type of Business

From (Mo/Yr)

To (Mo/Yr)

Telephone

☐ Voluntary

☐ Involuntary

Reason for Leaving

WORK EXPERIENCE 4

Company Name

Position / Title

Street Address

Supervisor Name / Title

City

State

ZIP

Supervisor Phone

Type of Business

From (Mo/Yr)

To (Mo/Yr)

Telephone

☐ Voluntary

☐ Involuntary

Reason for Leaving

Major Duties

ADDITIONAL WORK HISTORY NOTES

EDUCATION

High School / Prep	Major / Subject	Graduated?	Degree / Diploma
College	Major / Subject	Graduated?	Degree / Diploma
College / Graduate	Major / Subject	Graduated?	Degree / Diploma
Other	Major / Subject	Graduated?	Degree / Diploma

PROFESSIONAL DESIGNATIONS

Designation	Organization	Date Completed
Designation	Organization	Date Completed

PROFESSIONAL LICENSES

Type of License	State	License Number
Type of License	State	License Number

PROFESSIONAL REFERENCES

Reference 1 - Name

Relationship

Company

Phone

Reference 2 - Name

Relationship

Company

Phone

Reference 3 - Name

Relationship

Company

Phone

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the information provided in this application, resume, interviews, and related materials is true and complete to the best of my knowledge. I authorize The Gadsden Hotel to verify information submitted in connection with my application, including employment and educational history and references. I understand that misrepresentation or omission may result in refusal of employment or termination if employed. I understand that this application is not an employment contract and that, if hired, employment is at will and may be terminated by either the Company or me, with or without cause or notice, subject to applicable law.

Applicant Signature / Typed Name

Date



FRONT DESK / CUSTOMER SERVICE

Job Description & Acknowledgment

POSITION OVERVIEW

The Gadsden Hotel is seeking a Front Desk / Customer Service team member to support our historic property and provide excellent service to guests.

KEY RESPONSIBILITIES

- Greet and welcome guests and maintain a warm, professional atmosphere.
- Check guests in and out efficiently and provide accurate information about hotel amenities and services.
- Respond to guest inquiries, requests, and concerns professionally.
- Maintain cleanliness and organization of the front desk, lobby, restrooms, public spaces, and visible outdoor areas.
- Assist with reservations and process payments accurately.
- Clean glass surfaces and help maintain hotel presentation standards.
- Contact companies as directed to communicate availability and special rates.
- Maintain high standards throughout the property and clean as you go.

REQUIRED SKILLS & QUALIFICATIONS

- Excellent communication and interpersonal skills.
- Strong problem-solving skills and professionalism in difficult situations.
- Attention to detail and ability to multitask.
- Computer proficiency, including reservation systems and Microsoft Office.
- Previous customer service or hospitality experience preferred, but not required.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have reviewed this job description and understand the general duties and expectations of the position. Duties may be adjusted based on operational needs.

Employee Signature / Typed Name

Date

POSITION OVERVIEW

The Gadsden Hotel is seeking a Housekeeper / Room Service team member to support our historic property and provide excellent service to guests.

KEY RESPONSIBILITIES

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

REQUIRED SKILLS & QUALIFICATIONS

- Previous housekeeping or room-service experience preferred.
- Ability to work independently and as part of a team.
- Strong communication and customer-service skills.
- Attention to detail and ability to work efficiently.
- Ability to lift up to 40 lb.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have reviewed this job description and understand the general duties and expectations of the position. Duties may be adjusted based on operational needs.

Employee Signature / Typed Name

Date

POSITION OVERVIEW

The Gadsden Hotel is seeking a Janitorial team member to support our historic property and provide excellent service to guests.

KEY RESPONSIBILITIES

- Sweep and mop floors, including bar areas.
- Clean all restrooms.
- Sweep and mop museum areas.
- Vacuum carpets.
- Clean outside patio areas.
- Wax the lobby and corresponding areas twice per month, as assigned.

REQUIRED SKILLS & QUALIFICATIONS

- Previous customer-service or janitorial experience preferred.
- 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 for overnight shifts, weekends, and holidays as scheduled.
- Ability to lift up to 50 lb.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have reviewed this job description and understand the general duties and expectations of the position. Duties may be adjusted based on operational needs.

Employee Signature / Typed Name

Date

POSITION OVERVIEW

The Gadsden Hotel is seeking a Overnight Security team member to support our historic property and provide excellent service to guests.

KEY RESPONSIBILITIES

- Remain awake and alert for the entire shift.
- Inspect doors and confirm required entrances are secured.
- Walk basement areas 1-2 times per night to check for unauthorized activity.
- Remain visible at the front desk as required.
- Provide professional customer service while maintaining a safe environment.

REQUIRED SKILLS & QUALIFICATIONS

- Previous customer-service or security experience preferred.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong attention to detail.
- Availability for overnight shifts, weekends, and holidays as scheduled.
- Ability to lift up to 25 lb.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have reviewed this job description and understand the general duties and expectations of the position. Duties may be adjusted based on operational needs.

Employee Signature / Typed Name

Date

POSITION OVERVIEW

Restaurant staff support The Gadsden Hotel's food and beverage operations by providing attentive service, accurate transactions, and a clean, safe dining and kitchen environment.

KEY RESPONSIBILITIES

- Provide outstanding customer service in the restaurant, bar, kitchen, and other assigned hotel areas.
- Take and process customer payments accurately and efficiently.
- Create a memorable guest experience and respond to customer needs.
- Maintain a clean and organized workspace and follow health and safety standards.
- Collaborate with team members to support smooth operations and guest satisfaction.
- Kitchen duties may include cooking, food preparation, cleaning, and dishwashing.
- Obtain a food-handler certificate as required before the first pay period.
- Adapt to a fast-paced environment and changing priorities.
- Ability to lift up to 40 lb.

REQUIRED SKILLS & QUALIFICATIONS

- Strong interpersonal and communication skills.
- Ability to handle cash transactions and operate point-of-sale systems.
- Strong attention to detail and accuracy.
- Flexibility in a fast-paced environment.
- Knowledge of health and safety practices applicable to food service.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have reviewed this job description and understand the general duties and expectations of the position. Duties may be adjusted based on operational needs.

Employee Signature / Typed Name

Date