



# EMPLOYMENT APPLICATION

Save form with code: EA (your name) and email as attachment to: szeis@hyatts.com

Office Use	
Date Taken	_____
Taken at Store	_____
Taken By	_____

IMPORTANT: Please print plainly if faxed and answer all questions completely. Attach resume if available. Applications will remain active for 1 year from date submitted.

Name \_\_\_\_\_ Date \_\_\_\_\_

Present address \_\_\_\_\_ Phone # \_\_\_\_\_

Street City/State Zip

Are you legally eligible to work in U.S.A.? \_\_\_\_\_ Are you legal age to work? \_\_\_\_\_

Do you possess a current valid drivers license? \_\_\_\_\_ State of issue \_\_\_\_\_

Drivers license # \_\_\_\_\_

Position applied for \_\_\_\_\_ Date available \_\_\_\_\_

Have you worked for us before \_\_\_\_\_ If so, where & when \_\_\_\_\_

Do you know anyone that works for Hyatt's, if so, who? \_\_\_\_\_

EDUCATION				
	Name & Address of School	Concentration or Major	Last year completed	Degree / Diploma
Elementary			5 6 7 8	
High School			1 2 3 4	
College			1 2 3 4	
Other			1 2 3 4	

Do you intend to return to school? \_\_\_\_\_

If so, Where & When \_\_\_\_\_

List any skills, experience, memberships, etc. that you would like us to consider. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT

List Present & Past Employers. Start with most recent.

1	Company Name _____ Address _____ Supervisor _____ Job Title & Description _____ _____	Phone _____ Date: Start _____ Finish _____ Reason for Leaving _____ _____ _____
2	Company Name _____ Address _____ Supervisor _____ Job Title & Description _____ _____	Phone _____ Date: Start _____ Finish _____ Reason for Leaving _____ _____ _____
3	Company Name _____ Address _____ Supervisor _____ Job Title & Description _____ _____	Phone _____ Date: Start _____ Finish _____ Reason for Leaving _____ _____ _____

List names of employer's above that you do NOT want us to contact and explain why.

\_\_\_\_\_

## AVAILABILITY

List the times you would be available during our hours of operation.

Monday 8am-9 <sup>30</sup> pm	Tuesday 8am-9 <sup>30</sup> pm	Wednesday 8am-9 <sup>30</sup> pm	Thursday 8am-9 <sup>30</sup> pm	Friday 8am-9 <sup>30</sup> pm	Saturday 9am-9 <sup>30</sup> pm	Sunday 11am-6pm

Please List any future changes to your schedule or upcoming events that would effect your hours of availability? \_\_\_\_\_

Please Read and Sign

I affirm that all statements contained in this application are true. I understand that any false statements made may constitute grounds for disqualification or future termination in the event of employment.

\_\_\_\_\_

Manager Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_