

APPLICANT'S NAME: _____



EMPLOYMENT APPLICATION

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EMPLOYMENT APPLICATION

Heartland Inns of America

Answer each question completely. If more space is needed, use last page.

Date _____

Name _____ Social Security Number _____

Street Address _____ City, State/Zip _____

Home Phone _____ Work Phone _____ Alternate Phone _____

Position Desired _____ At which Location/City _____

AVAILABILITY ___ Full-time ___ Part-time ___ Temporary ___ Weekdays ___ Weekends
 ___ Days ___ Evenings ___ Nights ___ Other (days/hours)

- 1 Have you ever applied or worked for Heartland Inn/Heartland Management before?
Identify position applied for, date, location/city, or position held, date location/city:

- 2 Have you ever been convicted of a criminal offense?
Conviction will not automatically exclude you from employment. If yes, list offense(s), date(s) location/city.

- 3 Have you ever received discipline, been terminated, or forced to resign from any position?
If yes, please explain.

- 4 Federal law requires proof of identity and employment eligibility. Are you a citizen/national of the United States or can you provide proof of identity and employment eligibility?

- 5 Applicants and employees have the right to request reasonable accommodation. Are you able to perform the essential functions of the position with or without accommodation?
None needed; Or, identify accommodation needs:

- 6 For positions which child Labor Laws govern: Are you age 18 or older?

- 7 Have you ever worked under another name(s)? If yes, please indicate:

EDUCATION	Name and Location of School and Course of Study	Dates From/To	Graduate?
HIGH SCHOOL		From:	<input type="button" value="Yes"/> <input type="button" value="No"/>
		To:	
BUSINESS/TRADE/TECHNICAL SCHOOL		From:	<input type="button" value="Yes"/> <input type="button" value="No"/>
		To:	
COLLEGE/UNIVERSITY/GRADUATE SCHOOL		From:	<input type="button" value="Yes"/> <input type="button" value="No"/>
		To:	

Membership in Professional/Civic Organizations (Exclude those that disclose race, color, religion, etc.)

Other Special Training or Skills (languages, computer or office equipment, machinery, etc.)

PAST EMPLOYMENT and EXPERIENCE

List all past employers, most recent first. Include correct present telephone numbers and area codes.

Most Recent Employer	Your job title		
Address/City/State/Zip	Employed From (Mo./Day/Year) To (Month/Day/Year)		
Name of Supervisor	Salary	Beginning	Ending
Employer Phone Number Area code	Reason for leaving		
Describe responsibilities			
Are you currently working for this employer?	<input type="button" value="Yes"/>	<input type="button" value="No"/>	If yes, may we contact?
			<input type="button" value="Yes"/> <input type="button" value="No"/>

List all past employers. If more space is needed, include additional pages.

Employer	Your job title		
Address/City/State/Zip	Employed From (Mo./Day/Year) To (Month/Day/Year)		
Name of Supervisor	Salary	Beginning	Ending
Employer Phone Number Area code	Reason for leaving		
Describe responsibilities			
Are you currently working for this employer?	<input type="button" value="Yes"/>	<input type="button" value="No"/>	If yes, may we contact?
			<input type="button" value="Yes"/> <input type="button" value="No"/>

List all past employers. If more space is needed, include additional pages.

Employer	Your job title		
Address/City/State/Zip	Employed From (Mo./Day/Year) To (Month/Day/Year)		
Name of Supervisor	Salary	Beginning	Ending
Employer Phone Number Area code	Reason for leaving		
Describe responsibilities			
Are you currently working for this employer?	<input type="button" value="Yes"/>	<input type="button" value="No"/>	If yes, may we contact?
			<input type="button" value="Yes"/> <input type="button" value="No"/>

List all past employers. If more space is needed, include additional pages.

Employer	Your job title		
Address/City/State/Zip	Employed From (Mo./Day/Year) To (Month/Day/Year)		
Name of Supervisor	Salary	Beginning	Ending
Employer Phone Number Area code	Reason for leaving		
Describe responsibilities			

PAST EMPLOYMENT and EXPERIENCE Continued

List all past employers. If more space is needed, include additional pages.

Employer	Your job title		
Address/City/State/Zip	Employed From (Mo./Day/Year) To (Month/Day/Year)		
Name of Supervisor	Salary	Beginning	Ending
Employer Phone Number Area code	Reason for leaving		
Describe responsibilities			

REFERENCES

List name and telephone numbers of business, work, or personal references. If more space is needed, include additional pages.

Name/Title	#Years Known	Day Phone	Evening Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If offered a position, on what date would you be available to start work?

Please identify any vacation commitments or specific days you will not be available to work, or anything further that you think would be helpful to us as we continue in our considerations:

_____	_____
_____	_____
_____	_____

RELEASE OF INFORMATION

I, the undersigned, certify the information provided herein is true and complete to the best of my knowledge. I understand if there are omissions or any statement(s) made in this application that prove to be false, misleading, or misrepresentations of facts, it may result in the rejection of my application or termination of employment. This application is the property of HEARTLAND INN and will not be returned. I authorize a full background investigation (within 45 days) regarding my education, employment, criminal history, and motor vehicle driving records. I authorize references, employers, schools, law enforcement authorities, and any other persons or record keepers to give information they have about my character, ability to perform the requirements of the position, and employment records to Heartland Inn/Heartland Management. I unconditionally release any named or unnamed informant from any and all liability resulting from furnishing information. Should I be selected for employment, I understand I have the right to request reasonable accommodation, made to the hiring authority. I also understand this application is not a contract of employment and any offer of employment is "at-will" and may be terminated by myself or by the company at any time for any reason or no reason at all, with or without prior notice. Any offer of employment is contingent upon satisfactorily passing any required physical examination.

Applicant Signature _____ **Date** _____