

Employment Application for CP Hospitality

personnel@bridgeportconference.com, 304-808-3000, fax 304-808-3001

Applicant Information

Full Name: Please Print _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Phone: () _____ E-mail Address: _____
First Date Available: _____ Social Security No.: _____ Desired Wage: \$ _____

Position(s) Applied for in order of preference:
1. _____
2. _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	_____	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you over the age of 18?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If yes, explain: _____

Education

High School: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three **professional** references.

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Previous Employment

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Other Skills: _____ Current Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I authorize investigation of all statements contained in the above application. Further, I understand that it is the policy of the employer not to guarantee employment to any employee for any specified length of time. Rather, employment is at the mutual consent and will of the employee and employer, and may be terminated at any time at the will of either the employee or employer for any reason or for no reason at all.

I understand that in the event I am hired to operate a motor vehicle and I am required to have a commercial driver's license (CDL), that I will be required, pursuant to federal law, to submit to drug and alcohol testing.

This employer does not discriminate in hiring on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or status in any other protected group. No questions on this application are intended to be used for such discrimination.

I understand my application will remain active for 6 months, after which I must reapply.

Signature: _____ Date: _____

Authorization and Release Form

I hereby authorize Genesis Partners or one of its related companies to conduct an inquiry into my work experience, business activities, education, general reputation, character, personal characteristics, and mode of living and/or past activities. This inquiry may be conducted either by the employer, its employees, or an independent agency retained by the employer. I authorize and request any and all of my former employers, personal references, educational institutions, law enforcement and credit agencies, and/or any other person, to furnish to the employer or its agents any information that they may have concerning the above-referenced matters. This may include, but is not limited to, educational history, criminal information, credit records, employment and the reason(s) for termination thereof.

I hereby release Genesis Partners or one of its related companies, its employees and/or any agency retained by the employer, from all liability and responsibility, in connection with conducting such an inquiry, including their agents and employees. Further, I hereby release from any and all liability whatsoever all persons, institutions, employees, organizations and/or agencies which provide information pursuant to this authorization and request. In connection with any inquiry made by the employer or former employers, personal references, educational institutions, etc. I am waiving all rights to bring any action for defamation, invasion of privacy or similar cause of action.

Date

Applicant Signature