



At-Will Employment Application

(PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE)

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT but merely is intended to evaluate suitability for employment. It is the policy of the company to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under state and federal law. It is also the policy of the company to have the option of conducting pre-employment screening before a job offer is made. If a job offer is made, employment may be contingent upon the successful completion of a medical examination, which may include providing body substance samples. This application will remain active for 180 days.

PERSONAL INFORMATION

Name	Last	First	Middle	Social Security #
Home Phone				Work Phone

Please list below your current address and your two other most recent addresses:

Current	Street	City	State	Zip	Since (Mo/Yr)
	Street	City	State	Zip	Since (Mo/Yr)
	Street	City	State	Zip	Since (Mo/Yr)

EDUCATION

High School Attended	City, County & State	Did you earn a Diploma?	
Undergraduate College Attended	City, State	Areas of Study	Degree/Certificate/Diploma
Graduate School Attended	City, State	Areas of Study	Degree/Certificate/Diploma
Trade, Business or Other School	City, State	Areas of Study	Degree/Certificate/Diploma

EMPLOYMENT INFORMATION

Position Applied For:	Date You Can Start Work:	Desired Salary: \$
Do You Prefer: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Can You Work: <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings	
How were you referred to us?	Name of referring employee:	

Please answer all of the following questions. When necessary, note question number and use an extra paper to provide explanations:

- 1) Are you at least 18 years of age and legally eligible for work in the United States? YES NO
- 2) Will you work overtime when necessary? YES NO
- 3) Have you received a description of the job or been made aware of the essential functions of the job you are applying for : YES NO
- 4) Do you understand the job requirements? YES NO (If no, please explain)
- 5) Are you on layoff and subject to recall? YES NO
- 6) Are you currently bound by a noncompetition or trade secret agreement? (If yes, please explain) YES NO
- 7) Have you ever been discharged or asked to resign from a job? (If yes, please explain) YES NO
- 8) Have you ever been convicted of or pled guilty to a felony or other crime? (If yes, please explain) YES NO

EMPLOYMENT HISTORY

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

Please list below your last three employers beginning with the most recent:

Most Recent Employer	City	State	Zip Code	Phone
Position Held	Dates From/	Pay Rate Upon Leaving	Supervisor	
		\$		
Duties	Reason for Leaving			

Next Most Recent Employer	City	State	Zip Code	Phone
Position Held	Dates From/	Pay Rate Upon Leaving	Supervisor	
		\$		
Duties	Reason for Leaving			

Next Most Recent Employer	City	State	Zip Code	Phone
Position Held	Dates From/	Pay Rate Upon Leaving	Supervisor	
		\$		
Duties	Reason for Leaving			

Next Most Recent Employer	City	State	Zip Code	Phone
Position Held	Dates From/	Pay Rate Upon Leaving	Supervisor	
		\$		
Duties	Reason for Leaving			

JOB-RELATED SKILLS

Please answer the following questions if the position you are applying for requires driving a motor vehicle:

1. Do you have a valid driver's license? YES NO
(If YES: Driver's License Number) _____ Date of
Issue: _____
2. Have you been convicted of or pled guilty to any traffic-related offense within the past five years? YES NO
3. Have you had your driver's license suspended or revoked or had your driving privileges modified by a court of law? YES NO
4. Please list all states from which you hold or have held a driver's license:

Please use this space to list any special skills you may have that relate to the position applied for:

Please list any professional licenses, designations, certifications, etc. that may relate to the position applied for. Include date granted, name of organization, and any other relevant information.

- 1.
- 2.
- 3.

APPLICANT'S CERTIFICATION AGREEMENT

1. I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information, and I also release the company from all liability that might result from making the investigation.
2. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.
3. I agree, if I am offered and accept a position, to conform to all existing and future Company rules and regulations and I understand that the Company reserves the right to change wages, hours and working conditions as deemed necessary. ***I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.***
4. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.
5. The Francis Marion Hotel is an AA/EOE employer and offers equal employment opportunity to all, based upon individual merit and does not discriminate on the basis of race, color, religion, national origin, sex, age, or any other protected class. The questions from the application are not intended to be discriminatory in nature and applicants are not required to submit any information which could be used for discriminatory purposes.
6. I understand that the Company has a Drug and Alcohol Policy that provides for pre-employment testing. Consent to and compliance to such Policy is a condition of my employment. The Francis Marion Hotel requires associates to submit to a drug and/or alcohol test in the event of work-related accidents, injury, or other circumstances. Failure to submit to or pass a drug or alcohol test will be grounds for immediate dismissal.
7. I understand that my employment with the Francis Marion Hotel is contingent upon passing the background investigation. If the outcome is unfavorable, employment will be rescinded and/or terminated.
8. I have read and reviewed the information provided in this application and the above statements. By signing this application for employment I certify that I have read, understand, and will comply with all parts of it and have answered all questions completely and fully.

Signature

Date

Invitation to Voluntarily Self-Identify

Pursuant to federal law, the Francis Marion Hotel collects responses to the questions below for record-keeping purposes only. The Francis Marion Hotel is an Equal Opportunity Employer and is committed to a program of Affirmative Action and diversity for our employees. This information helps the Francis Marion Hotel monitor its compliance with AA/EOE reporting laws, statistical analysis and measuring advertising and recruitment efforts. This information will not be kept with you're application for employment and it will not be used in any employment related decisions. Federal law prohibits unlawful discrimination on the basis of race, color, sex, age, national origin, religion or disability. Your voluntary cooperation will be appreciated.

Name: _____ Date: _____

Address: _____

Position Applied For: _____

- Referral Source: Walk-In
Employee Referral
State Employment Agency
Private Employment Agency
Response to Ad
Internal
Job Fair
College recruiting
Other (please specify)

- Gender: Male
Female

- Race: White (not Hispanic or Latino)
Black (not Hispanic or Latino)
Hispanic or Latino
Asian (not Hispanic or Latino)
American Indian or Alaskan Native (not Hispanic or Latino)
Native Hawaiian or other Pacific Islander (not Hispanic or Latino)
Two or more races (not Hispanic or Latino)