

La Valencia Hotel in La Jolla
AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

Name _____ Date _____
Last First Middle

Present address _____
Number Street City State Zip

How long at current address _____

Telephone (____) _____ Mobile/Pager/Other Phone (____) _____

If under 18, please list age _____ If under 18, can you furnish a work permit Yes No

Have you ever been employed here before? If yes, give dates and positions. _____

Do you have any relatives employed here? If yes, give name and position. _____

Employment desired: FULL-TIME ONLY PART-TIME ONLY FULL OR PART-TIME

Position applied for (1) _____

Days/hours available to work:

No Pref. _____ Thur _____

Mon _____ Fri _____

Tue _____ Sat _____

Wed _____ Sun _____

Salary desired (2) _____
 (Be specific)

How many hours can you work weekly? _____ Can you work nights? _____

When are you available to start work? _____

EDUCATION AND SKILLS

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION <small>(Complete mailing address)</small>	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Business or Trade School				
Professional School				

Driver's license number if driving is an essential job function _____ State _____

What is your means of transportation to work? _____

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

Have you ever been convicted of a felony or Misdemeanors? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

In order to perform the essential job functions that you are applying for does it prohibit you from lifting, carrying or pushing up to 50 pounds? No Yes

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PAGE 2 of 2

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone () _____	Telephone () _____

EMPLOYMENT HISTORY

Please list your work experience for the past four employers beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer Address _____ City, State, Zip code	Name of last supervisor Telephone number: _____	Employment dates From: _____ To: _____	Pay or salary Start: _____ Final: _____
Phone number _____	Summarize the nature of work performed and job responsibilities.		
Your last job title: _____			

Reason for leaving (be specific): _____

Name of employer Address _____ City, State, Zip Code	Name of last supervisor Telephone number: _____	Employment dates From: _____ To: _____	Pay or salary Start: _____ Final: _____
Phone number _____	Summarize the nature of work performed and job responsibilities.		
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Your last job title: _____			

Reason for leaving (be specific): _____

In exchange for the consideration of my job application by The La Valencia Hotel I agree that:
 Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of La Valencia Hotel at otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President of The La Valencia Hotel. Both the undersigned and The La Valencia Hotel may end the employment relationship at any time, without specified notice or reason. If employed, I understand that La Valencia Hotel may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.
 I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give La Valencia Hotel permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.
 I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.
 I further understand that my employment with La Valencia Hotel shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with The La Valencia Hotel is terminable at will for any reason by either party.

Signature of applicant: _____ Date: _____

La Valencia Hotel is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this The La Valencia Hotel depends solely on your qualifications.