

Employment Application

A new hotel/resort has been built in Hereford, Texas and you are ready to get a job or switch to a new job. The following jobs are available to you and you must decide on a position for which you would like to apply.

Busperson Must have good communication skills and ability to work in a fast paced environment.

Cook High school diploma or experience in related area preferred. Experience as a culinary employee is plus. Must be familiar with all phases and operation of the kitchen. Basic knowledge of food preparation techniques preferred.

Dining Area Attendant Must be able to read, write, understand and speak English in a fluent manner. Must be neat in appearance, physically strong and possess a pleasant personality.

Food Server Ability to carry and balance a service tray on shoulder. Must be able to read, write, understand and speak English in a fluent manner.

Restaurant Host/Hostess Strong understanding of customer service. Must be able to read, write and speak English.

Room Service Order Taker/Cashier good communication skills both verbal and written required. Excellent telephone and customer service skills required.

Steward Operates an automatic dishwasher that cleans and washes plates, cup saucers, silverware, glassware and other dishes. Performs general kitchen clean up duties and disposes of all waste.

Valet Parker Must have a valid TX drivers license and be able to drive a manual transmission.

Cleaning Person Must be familiar with cleaning equipment and supplies. Responsible for cleaning assigned area.

Front Desk Agent Performs check-in, check-out, and serves in a friendly, courteous, and expeditious manner. Good typing skills. Computer knowledge helpful. Must be guest oriented.

Guest Room Attendant Cleans guest rooms and supplies guest rooms with linens and amenities. Requires some bending and lifting.

Health Spa Attendant Must have excellent customer service and communication skills. CPR, First Aid and Life Saving certification preferred.

Mailroom Clerk Must have a valid drivers license and be able to drive a mini van. Must be able to lift up to 35lbs and reach at least six feet high.

Retail Sales Clerk Must have excellent customer service skills. Responsible for cashiering, sales and maintaining store appearance. Lottery and previous cashiering a plus.

Security Officer Monitor site via vehicle, bike and walking patrols to ensure a safe and secure environment. Report illegal or suspicious activities, loitering or disturbing the peace over and assist guests with their issues

1. Be sure you write neatly and PRINT all information except for your signature.

2. Personal information:

Print your last, first and middle name.

Note how many years you have lived at your current and previous addresses. If you've only lived at one address, write n/a in the second address blank.

You are legally eligible for employment if you are: a U.S. citizen aged 14 or over, or have legal immigration status.

Note that a **felony** is a very serious crime such as aggravated assault, arson, burglary, murder and rape.

You DO NOT have to answer this question for this class, however, on a job application you would have to be honest about this question. You do not have to list any misdemeanors for this question.

3. Education:

List the name of any high schools attended, their location (city, state) and the number of years you have attended including this year. Under Degree, Major, Diploma you will write "still attending".

If you have any other school training you may list it here as well. That would include technical school training etc.

4. Employment interest:

Write the title of the position for which you are interested in applying. For salary, write the amount per hour you think you should make in this job. (Minimum wage is currently \$5.15/hr. for adults and \$4.25 for first 90 days for those under age 20) Jobs that require more skills and are more difficult will have higher earnings.

Although you can work up to 48 hours a week, mostly likely you will be applying for part time work. If you currently have a job, you may want to give your other job at least two weeks advanced notice. Keeping your current schedule in mind, list the days and times you can work each week. Be honest, if you cannot work Sunday mornings because of church, let the employer know.

5. Employment history:

You will list your last three employers beginning with your current or most recent job.

Under employment dates, you do not have to be exact, but try to list month & year you started work and the same for when it ended. If it is your current job, you will write "present" next to the "To".

Pay or salary most likely will be an amount per hour.

Be honest about the reason for leaving, but be careful how you word it. Don't say it's because you hate working or the boss is a jerk.

Explain what you did in your job, especially if they are skills that would be beneficial in a new job.

Check yes on contacting your former employer especially if they cannot say anything bad about your work habits.

6. References

They must be adults that are not related to you or your current/previous employers. Think of teachers, parent's friends or church members that might give you a good recommendation.

7. Additional Information

These should be answered yes or no with explanations as needed.

If there is further information that is beneficial for the potential employer to know, then list it in the box. For example, if you have not had to work with computers in any job, but you have good computer skills, list it there if it will be helpful in the job you are seeking. List any skills that you have that would help in the job you are seeking such as the fact that you are a "people person" or "you work well under pressure" etc.

Sign the application and write the date.

You will fill out a job application in order to apply for the job requested and may be scheduled for an interview. Fill out your application completely. Helpful information is included on the back.