

Pre-Employment Agreement

Dear Applicant,

The management and staff of this Suburban Inns Hotel thank you for your employment interest in our company. We believe in and foster a team approach to accomplishing our goals. Before completing this application, we ask that you review the following requirements of employment. If you feel you can comply with all of the requirements and wish to become a member on our team, please sign this form and return it to the manager on duty. The manager will provide you with an application. The application must be completed on the property. If the application is completed during normal business hours, please allow up to one hour after returning the application for an interview. The manager on duty may elect to schedule the interview for another time. Qualified applicants submitting applications after business hours will be contacted to schedule an appointment for an interview.

General Requirements for Employment

- All team members must be able to work any scheduled day including weekends and holidays.
- All Suburban Inns hotels are drug free – drug testing may be required. No paraphernalia is allowed on property.
- Uniforms are provided and must be worn when on duty. As a team member, you are expected to maintain the uniform in a clean and serviceable condition at your own expense.
- Team members will maintain proper personal hygiene; hair and clothing will be neat and clean; exposed skin will be clean; and unpleasant odors will be avoided.
- Hairstyles will be appropriate for the employment position. Hair color will be natural or colored a single color – only natural colors are allowed (no pink, blue, orange, etc.)
- Earrings are not allowed for male team members. Female team members may wear tasteful earrings in the ear only. No other visible body piercing or visible body jewelry is allowed for any team member.
- No offensive signage on any personal items or clothing is allowed on property.
- Profanity, offensive language and offensive gestures are prohibited.
- All team members are expected to give a 100% effort while on duty. Loitering and inappropriate discourse is prohibited.
- Observance of and compliance with Suburban Inns policy and Team Member Handbook is mandatory.

I have read, understand and agree to comply with the requirements above. I understand that this is not an offer or promise of employment.

Signature_____ Date_____

Print Name_____

“AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER”

APPLICATION FOR EMPLOYMENT

SUBURBAN INNS

Have you ever filed an application with us before? _____ yes _____ no If yes, when? _____	POSITION APPLIED FOR:		DATE:
Name (Last, first, middle)			
Address (Street, city, state, zip code)			How many years?
Telephone			Social Security Number / /
Previous address (Street, city, state, zip code)			How many years?
Specify any days or times you are not available for work:		What shift(s) or hours are you willing and available to work?	
Pay Expectation: \$ Per	Date Available for Work:	Employment Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
Have you ever been employed by Suburban Inns?	Date Started	Date Left	
In what Department?	In what position?	Reason for Leaving	
Are you a U.S. Citizen?	If you are not a U.S. citizen, do you have a legal right to remain permanently and work in the United States: _____Yes _____No If employed, can you submit verification of your legal right to remain and work in the U.S.? _____Yes _____No		
What Prompted your Application?			
Do you have a telephone at your place of residence? _____Yes _____No			
Do you have a reliable form of transportation available to you to go to and from work? _____Yes _____No			
Do any of your friends or relatives work here? _____Yes _____No			

MILITARY SERVICE

Service	Branch	Dates of Service From	To
Were you honorably discharged?		Reserve status	
Describe any specialized training and duties:			

EMPLOYMENT HISTORY – List your last three employers. Also list and explain any period(s) of unemployment. Please answer all inquiries. “See Resume” is not acceptable.

Employer’s Name		Dates (month and year): From		To
Address (Street, city, state, zip code)			Telephone	
Supervisor (Name & title)		Your title		Salary
Duties & responsibilities				
Reason for leaving				
Employer’s Name		Dates (month and year): From		To
Address (Street, city, state, zip code)			Telephone	
Supervisor (Name & title)		Your title		Salary
Duties & responsibilities				
Reason for leaving				
Employer’s Name		Dates (month and year): From		To
Address (Street, city, state, zip code)			Telephone	
Supervisor (Name & title)		Your title		Salary
Duties & responsibilities				

Reason for leaving

May we contact your present employer? _____Yes _____No

Are you currently on "layoff" status and subject to recall? _____Yes _____No

Have you ever been discharged by an employer or resigned in lieu of discharge? _____Yes _____No

Have you ever been disciplined (other than discharged) by an employer? _____Yes _____No

If you answered yes to either of the two previous questions, explain all such incidents, giving facts, dates, describing any action you took and any resolution, on an attached signed sheet.

How much time have you missed from work in the past twelve months? _____

Do you have a valid drivers license? _____Yes _____No

EDUCATION

SCHOOL AND LOCATION	YEARS COMPLETED	DIPLOMA/DEGREE
High School		
Business School		
College/University		
Trade/Vocational School		
Extracurricular activities and honors received in school		

PROFESSIONAL LICENSES, REGISTRATIONS, AND/OR CERTIFICATIONS

List all states in which you are or have been licensed or certified and any national certifications. Indicate professional license, registration or certification number. Attach additional pages if necessary.

Have you ever had any professional license or certification placed under investigation, disciplined, suspended, revoked or put on probation? _____Yes _____No
Have you ever been denied a license or certification? _____Yes _____No
If you answered yes to either of the above questions, explain in detail on an attached signed statement.
Specialized Skills: MS Word_____ MS Access_____ MS Excel_____ Other_____

MISCELLANEOUS

Do you have any felony charges pending against you? _____ Yes _____ No
Have you ever been convicted or pled guilty or nolo contendere to a crime? _____ Yes _____ No
If you answered yes to either of the two preceding questions, explain by giving the date, nature of the offense and circumstances in an attached, signed statement. Conviction of a crime will not necessarily disqualify an applicant from employment.
Are you 18 years of age or older? _____ Yes _____ No
Are you able to perform the duties of the job for which you have applied? _____Yes _____No
<u>References:</u> If we should ask for personal references, would any be available? _____Yes _____No

Certification

I understand that I may be required to submit to a physical examination, which may include a drug test, prior to beginning employment and that I must satisfactorily pass such an examination to obtain employment.

I have read and fully understand the questions on this application for employment. I have completely, truthfully, and accurately answered each and every question to the best of my knowledge. I understand that all the inquiries on this application are subject to verification and authorize any schools that I have attended, licensing and certification boards and current and previous employers to release any requested information to **Suburban Inns**. I also specifically waive written notice from any and all former employers regarding their disclosure to **Suburban Inns** of any prior disciplinary action and waive any claim against **Suburban Inns** and current or former employers arising from such investigation or disclosure. I understand that any misrepresentation of the information I have supplied or failed to supply in the Application or during interview(s), including any false or misleading information, can result in a rejection of this application or, if I have been hired, an immediate dismissal at the sole discretion of **Suburban Inns**.

I understand and agree that in the absence of an express written contract or agreement to the contrary, signed by an authorized official of **Suburban Inns** and by me or my authorized representative, any employment I accept shall be for an indefinite term and may be terminated at any time with or without cause either by me or at the will and sole discretion of **Suburban Inns** regardless of any contrary provisions in any other forms, manuals, handbooks or other documents. Similarly, such employment shall be at the wages, benefits, hours and conditions as **Suburban Inns** may determine and change from time to time and I agree to abide by any rules, regulations, policies and procedures that may be established from time to time. I understand that no one, other than an authorized official of **Suburban Inns** has any authority to enter into an agreement with me contrary to the provisions of this paragraph and that any such agreement must be in writing and signed by such authorized official or it shall not be effective.

It is with full understanding and agreement with the provisions of this Certification that I will accept any employment offered to me.

(Signature of Applicant)

(Date)

FOR PERSONNEL DEPARTMENT USE ONLY			
Arrange Interview	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
			Interviewer _____ Date _____
Employed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Job Title _____			Department _____
Hourly Rate/Salary _____		By _____	
		Name and Title _____	Date _____