



An Equal Opportunity Employer. Please note employment is "at-will."

Employment Application

Please Print

Date

Last Name

First Name

Middle Initial

Present Address

House Number & Street

City

State

Zip Code

Home Phone

Cell Phone

E-Mail Address:

Desired Job Position

Position/ Location applying for: _____

Salary Desired: _____

Personal Information

Have you ever applied to or worked for Moonstone Hotel Properties before?..... Yes No

If yes, when? _____

Do you have any friends or relatives working for Moonstone Hotel Properties?..... Yes No

If yes, state name(s) and relationship:

Name

Relationship

Name

Relationship

Why are you applying for work at Moonstone Hotel Properties?

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Education/Training/Certifications

	Name and Address	Years Completed	Did you Graduate	Degree Or Diploma
High School	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Name _____			
	Address _____			
	City _____		State _____	Zip Code _____
College	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Name _____			
	Address _____			
	City _____		State _____	Zip Code _____

Vocational School/Training/Special Certification

Employment History

Please list all present and past employment going back 5 years. Please start with your most recent employer. Account for all periods of unemployment. A resume may be attached but NOT substituted for this section.

Name of Employer

Telephone No.

House Number & Street

City

State

Zip Code

Dates of Employment: _____

From

_____ To

Job Title and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

Name of Employer

Telephone No.

House Number & Street

City

State

Zip Code

Dates of Employment: _____

From

_____ To

Job Title and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

Name of Employer

Telephone No.

House Number & Street

City

State

Zip Code

Dates of Employment: _____

From

To

Job Title and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

*** Note: Attach additional page(s) if necessary.*

References

List below three persons not related to you **who have knowledge of your work performance** within the last three years.

First Name

Last Name

Phone Number

House Number & Street

City

State

Zip Code

Occupation

Years Acquainted

First Name

Last Name

Phone Number

House Number & Street

City

State

Zip Code

Occupation

Years Acquainted

First Name

Last Name

Phone Number

House Number & Street

City

State

Zip Code

Occupation

Years Acquainted

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Moonstone Hotel Properties, to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by me and the Company's designated representative.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company. I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above

_____ Date

_____ Applicant's Signature