



Employment Application

Statement of Values

Dear Applicant:

Welcome to The Bedford Village Inn. Prior to completing the application for employment, please understand that we are serious about creating a productive working environment for our staff and maintaining the highest levels of quality, service, and attention for our guests.

We want you to understand that we also believe in living our values, some of which are:

- We believe that good enough isn't.
- We believe in doing business in a professional and orderly manner.
- We believe in honesty and integrity.
- We believe that only a happy and professional staff can give the level of personal service we demand.
- We believe in the ongoing training and development of our staff and see it as a worthy investment in the future of the company.
- We believe in providing legendary service – the unique and powerful sort of personal care and attention that our guests tell stories about.
- We believe that everyone is capable of being an A+ player.

If this feels like an environment for you, please complete the application.

You must fill in this form completely to be considered for employment with The Bedford Village Inn. If you cannot respond to an item, please put an explanation for your reason for not responding. An incomplete application is not considered an application for employment with us. Please print clearly.

Name: _____ Date: _____

Position(s) applied for: _____

Additional Position(s) of Interest:

- | | | | | | |
|---------------------------------|---------------------------------------|--------------------------------------|---------------------------------------|---|--|
| <input type="checkbox"/> Front | <input type="checkbox"/> Reservations | <input type="checkbox"/> Night Audit | <input type="checkbox"/> Housekeeping | <input type="checkbox"/> House/Bellman | <input type="checkbox"/> Valet/ Shuttle Driver |
| <input type="checkbox"/> Busser | <input type="checkbox"/> Host/Hostess | <input type="checkbox"/> Server | <input type="checkbox"/> Bartender | <input type="checkbox"/> Banquet Server | <input type="checkbox"/> Banquet Bartender |
| <input type="checkbox"/> Bakery | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Cook | <input type="checkbox"/> Other: _____ | | |

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital status, veteran status, sexual orientation or any other legally protected status.

Applicant Information

First Name _____ Middle _____ Last _____

Street Address: _____ City/State/Zip _____

Phone (____) _____ E-Mail Address; _____

DOB ____/____/____ If you are under 18 years of age, can you furnish a work permit? ____ Social Security No. _____

Are you legally eligible for employment in the U.S.? ☐ Yes ☐ No (Proof of U.S. citizenship or immigration status is required if hired.)

What is your current method of transportation?

☐ Own Vehicle ☐ Carpool ☐ Family Member or Friend ☐ Other: _____

Driver's License No. (If Applicable) _____ **State** _____ **Expiration Date** _____

Have you been convicted of a crime within the last 3 years? ☐ Yes ☐ No If yes, state the nature of the offense and disposition of the case.

Include dates and places. (NOTE: The existence of a criminal record does not constitute an automatic bar to employment.)

Employment Information

Please check all that apply

How did you find out about this job?

☐ Newspaper ☐ Employee ☐ Friend or Relative ☐ Job Site: _____ ☐ Other: _____

Why are you seeking a new job at this time? _____

What are you applying for? ☐ Full Time ☐ Part Time ☐ Temporary/Seasonal

Salary Requirement? \$ _____ ☐ Hourly ☐ Weekly ☐ Yearly

What days & times are you available for work?

<input type="checkbox"/> Monday	<input type="checkbox"/> Any	<input type="checkbox"/> Morning	<input type="checkbox"/> Evenings	<input type="checkbox"/> Overnight	<input type="checkbox"/> Not Available
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Any	<input type="checkbox"/> Morning	<input type="checkbox"/> Evenings	<input type="checkbox"/> Overnight	<input type="checkbox"/> Not Available
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Any	<input type="checkbox"/> Morning	<input type="checkbox"/> Evenings	<input type="checkbox"/> Overnight	<input type="checkbox"/> Not Available
<input type="checkbox"/> Thursday	<input type="checkbox"/> Any	<input type="checkbox"/> Morning	<input type="checkbox"/> Evenings	<input type="checkbox"/> Overnight	<input type="checkbox"/> Not Available
<input type="checkbox"/> Friday	<input type="checkbox"/> Any	<input type="checkbox"/> Morning	<input type="checkbox"/> Evenings	<input type="checkbox"/> Overnight	<input type="checkbox"/> Not Available
<input type="checkbox"/> Saturday	<input type="checkbox"/> Any	<input type="checkbox"/> Morning	<input type="checkbox"/> Evenings	<input type="checkbox"/> Overnight	<input type="checkbox"/> Not Available
<input type="checkbox"/> Sunday	<input type="checkbox"/> Any	<input type="checkbox"/> Morning	<input type="checkbox"/> Evenings	<input type="checkbox"/> Overnight	<input type="checkbox"/> Not Available

Are you willing to work...

☐ Weekends* ☐ Holidays* ☐ Overtime*

*Required for *most* positions

Please describe any other scheduling restrictions: _____

Are you currently employed? ☐ Yes ☐ No If yes, what position? _____

Current Employer's name and address: _____

If hired, when would you be able to start? ☐ Following 2-Week Notice ☐ Immediately ☐ Other: _____

Have you ever worked for the Bedford Village Inn before? ☐ Yes ☐ No If yes, what year(s)? _____ to _____

Who was your direct Supervisor/Manager? _____ What Position? _____

Have you ever been discharged or asked to resign from any position? ☐ Yes ☐ No If yes, explain: _____

Education (circle highest level achieved)

High School/Secondary: 9 10 11 12 G.E.D Name of School: _____ State: _____

College: 1 2 3 4 5 6 7 8 Name of College: _____ State: _____ Degree & Major: _____

Any special training that would be helpful in performing the job applied for? _____

Work History (please begin with most recent)

Please Complete (In addition to Resume):

Company Name: _____ Position: _____ Salary: Beginning: _____ Ending: _____

Address: _____ City/State/Zip: _____ Phone Number: (____) _____

Dates of Employment: From _____ To _____ Supervisor's Name & Title: _____

Reason for Leaving: _____

May we use this employer as a reference? ☐ Yes ☐ No If no, please explain: _____

Company Name: _____ Position: _____ Salary: Beginning: _____ Ending: _____

Address: _____ City/State/Zip: _____ Phone Number: (____) _____

Dates of Employment: From _____ To _____ Supervisor's Name & Title: _____

Reason for Leaving: _____

May we use this employer as a reference? ☐ Yes ☐ No If no, please explain: _____

Company Name: _____ Position: _____ Salary: Beginning: _____ Ending: _____

Address: _____ City/State/Zip: _____ Phone Number: (____) _____

Dates of Employment: From _____ To _____ Supervisor's Name & Title: _____

Reason for Leaving: _____

May we use this employer as a reference? ☐ Yes ☐ No If no, please explain: _____

Company Name: _____ Position: _____ Salary: Beginning: _____ Ending: _____

Address: _____ City/State/Zip: _____ Phone Number: (____) _____

Dates of Employment: From _____ To _____ Supervisor's Name & Title: _____

Reason for Leaving: _____

May we use this employer as a reference? ☐ Yes ☐ No If no, please explain: _____

Company Name: _____ Position: _____ Salary: Beginning: _____ Ending: _____

Address: _____ City/State/Zip: _____ Phone Number: (____) _____

Dates of Employment: From _____ To _____ Supervisor's Name & Title: _____

Reason for Leaving: _____

May we use this employer as a reference? ☐ Yes ☐ No If no, please explain: _____

Additional References:

List any friends or relatives employed by this company: _____

Name: _____ Relationship: _____ Phone Number: (____) _____

Name: _____ Relationship: _____ Phone Number: (____) _____

Name: _____ Relationship: _____ Phone Number: (____) _____

Authorizations & At-Will Employment Agreement

(please read carefully, then sign and date below)

I certify that I have personally completed this application. I declare that the information provided in this employment application is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date. I agree to immediately notify this company if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I authorize this company to make an investigation of all information contained in this employment application and I release from liability all companies and corporations supplying such information. I understand any false answers, statements, or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

I specifically authorize and direct my current and former employers to supply employment-related information to The Bedford Village Inn and do hereby release my current and former employers from liability for providing information to this company.

Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer.

I authorize this company, if applicable, to request a copy of my credit report, motor vehicle driving record, and any other investigative report deemed necessary through various third party sources. As required by law, upon request within a reasonable period of time, I will be notified as to the nature and scope of such investigations.

I hereby agree to submit to any drug test required of me, whether prior to my employment or if employed by this company at any time thereafter. If requested, I will take a post-job offer physical examination and my employment, in the event I receive medical treatment for any condition, including a physical, psychological, emotional, or psychiatric condition that is job-related, I hereby authorize the limited release and exchange of such medical information relating to my condition between the treatment provider and a company-designated physician.

AT-WILL EMPLOYMENT AGREEMENT

I understand and agree that nothing contained in this application, or conveyed during any interview is intended to create an employment contract between the company and me. In addition, I understand and agree that if you employ me, in consideration of my employment, my employment and compensation will be at-will, for no definite period of time, and may be terminated at any time, for any reason, or for no reason at all. I understand that only the company's President or Vice President is authorized to change the employment-at-will status and such a change can only be done in writing. I have read, understand, and agree to the above.

Signature _____ Date _____

Name (please print) _____

This application will remain active for only 60 days from the date above. If you have not heard from The Bedford Village Inn after 60 days and you still wish to be considered for employment, you will need to fill out and submit a new employment application.