



**APPLICATION FOR EMPLOYMENT**

**TODAY'S DATE:** \_\_\_\_\_

**Personal Information**

**First Name** \_\_\_\_\_ **Middle Initial** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security # \_\_\_\_\_

Have you worked for CHS before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what position and dates of employment: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Department (Office Use): \_\_\_\_\_ Front Desk \_\_\_\_\_ Maintenance \_\_\_\_\_ Housekeeping \_\_\_\_\_

Do you have any mental or physical conditions which would prevent you from performing this job, or that we should be aware of?

**Availability:** \_\_\_\_\_ When can you start?

**Indicate Days and Hours you are available to work:**

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

Are you available to work nights? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you available to work weekends? Yes \_\_\_\_\_ No \_\_\_\_\_

**Education:**

Indicate the highest level of education achieved: \_\_\_\_\_

What areas of study (either formal or personal) have been your focus?

What specific skills will you bring to the position you are applying for?

What is your life's passion(s)?

What are your short term goals? (1-5 years)

What are your long term goals? (5+ years)

**Employment History:**

Please list your positions for at least 5 years and up to 10 years.

**Employer** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Phone: \_\_\_\_\_  
Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Salary/wage: \_\_\_\_\_  
What did you like about the job? \_\_\_\_\_  
What did you dislike about the job? \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_  
May we contact for a reference? Yes \_\_\_\_\_ No \_\_\_\_\_

Employer \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Salary/wage: \_\_\_\_\_  
What did you like about the job? \_\_\_\_\_  
What did you dislike about the job? \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_  
May we contact for a reference? Yes \_\_\_\_\_ No \_\_\_\_\_

Employer \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Salary/wage: \_\_\_\_\_  
What did you like about the job? \_\_\_\_\_  
What did you dislike about the job? \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_  
May we contact for a reference? Yes \_\_\_\_\_ No \_\_\_\_\_

Employer \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Salary/wage: \_\_\_\_\_  
What did you like about the job? \_\_\_\_\_  
What did you dislike about the job? \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_  
May we contact for a reference? Yes \_\_\_\_\_ No \_\_\_\_\_

Employer \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Salary/wage: \_\_\_\_\_  
What did you like about the job? \_\_\_\_\_  
What did you dislike about the job? \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_  
May we contact for a reference? \_\_\_\_\_

Have you ever been convicted of a crime (other than traffic)? Yes No  
If yes, provide details: \_\_\_\_\_

**PERSONAL REFERENCES**

<u>Name</u>	<u>Relationship</u>	<u>Time known</u>	<u>Phone #</u>	<u>Email</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Emergency Contact Information (Please provide two):**

Who should we contact in the event of an emergency?  
Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_

Who should we contact in the event of an emergency?  
Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_

I certify that the information on this application is correct and I understand that any misrepresentation or omission of any information will result in my disqualification from consideration for employment or if employed, may be cause for dismissal. I hereby agree to provide my social security number, date of birth, and other necessary information on the first date of employment, if hired by Cottonwood Hot Springs. I understand that if employed I will be on probationary status for the first 90 days. I also understand that as a seasonal employer my position may be eliminated at any time as business dictates. I acknowledge that Cottonwood Hot Springs has informed me that they have a no alcohol or drugs policy while on the premises. I agree not to use either of these substances while at work, unless prescribed by a medical doctor.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_