

EMPLOYMENT APPLICATION

1. Employer Information

Employer: Hotel Common Management Company LLC
Address: 4100 Pine Boulevard
City/State/ZIP: South Lake Tahoe, California, 96150
Telephone: TBD

It is the policy of Hotel Common Management Company LLC (“Company”) to provide equal employment opportunities to all applicants and employees without regard to race, color, creed/religion, sex, citizenship, marital status, age, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, covered veteran status, genetic information, or any other basis protected by applicable federal, state, or local law.

The Company also provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state or local law. If you require and accommodation in the application process, please notify Justin Watzka (justin@coachmantahoe.com).

2. Applicant Information

Date: _____

Applicant Full Name: _____

Home Address: _____

City/State/ZIP: _____

Years at Address: _____

Phone: _____

Driver’s License: State _____ Number _____

3. Emergency Contact

Who should be contacted if you are involved in an emergency?

Contact Name: _____

Relationship to You: _____

Address: _____

City/State/ZIP: _____

Phone: _____

Email: _____

4. Position Applied For: _____

5. Are you at least 18 years old?

Yes _____ No _____

6. How will you get to work: _____

7. Are you willing to work any shift, including nights, weekends, and holidays?

Yes _____ No _____

If no, please state any limitations: _____

8. If applicable, are you available to work overtime?

Yes _____ No _____

9. If you are offered employment, when would you be available to begin work?

Date: _____

10. Are you able to perform the essential functions of the job position you seek with or without reasonable accommodation?

Yes _____ No _____

What reasonable accommodation, if any, would you request?

11. Applicant's Skills

Check those skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience, and circle the number which corresponds to your ability for each particular skill. (One represents poor ability, while five represents exceptional ability.)

Skill	Years of Experience	Ability / Rating
<input type="checkbox"/> Microsoft Office (Word, Excel, etc.)	_____	1 2 3 4 5
<input type="checkbox"/> Accounting/Bookkeeping	_____	1 2 3 4 5
<input type="checkbox"/> Customer Service	_____	1 2 3 4 5
<input type="checkbox"/> Barista	_____	1 2 3 4 5
<input type="checkbox"/> Bartending	_____	1 2 3 4 5
<input type="checkbox"/> _____	_____	1 2 3 4 5
<input type="checkbox"/> _____	_____	1 2 3 4 5
<input type="checkbox"/> _____	_____	1 2 3 4 5

12. Applicant Employment History

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed continue on the back page of this application.

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Starting/Ending Base Pay: _____ / _____

Reason for Leaving: _____

Dates of Employment: _____ to _____

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Starting/Ending Base Pay: _____ / _____

Reason for Leaving: _____

Dates of Employment: _____ to _____

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Starting/Ending Base Pay: _____ / _____

Reason for Leaving: _____

Dates of Employment: _____ to _____

13. Applicant's Education and Training

College/University Name and Address

Did you receive a degree? Yes _____ No _____

If yes, degree(s) received: _____

High School/GED Name and Address

Did you receive a degree? Yes _____ No _____

Other Training (graduate, technical, vocational):

Please indicate any current professional licenses or certifications that you hold:

Awards, Honors, Special Achievements:

Military Service? Yes _____ No _____

Branch: _____

Specialized Training: _____

14. References

List any two non-relatives who would be willing to provide a reference for you. Preferably former supervisors or business managers.

Contact Name: _____

Relationship to You: _____

Phone: _____

Email: _____

Contact Name: _____

Relationship to You: _____

Phone: _____

Email: _____

May we contact your references?

Yes _____ No _____

- 15.** Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:

APPLICANT'S STATEMENT

Please read carefully, initial each paragraph, and sign below. By signing below, you are certifying that you have read, fully understand, and accept all terms of this application.

_____ 1. 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.

_____ 2. I authorize Hotel Common Management Company LLC (the "Company") 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 and hereby specifically waive any required written notification. 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 of disclosure.

_____ 3. I understand and agree that the employment for which I am making application is, and is intended to be, at-will, not for a definite or determinable period and such employment may be terminated at any time with or without cause or advance notice, by either myself or the Company.

_____ 4. As a condition of my employment, I understand that I will be required to sign Company documents confirming various employment policies. I further understand that any offer of employment with the Company will be conditioned upon successful completion of a background investigation. Failure to consent to the background check will be considered withdrawal of my employment application.

_____ 5. I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

_____ 6. I have placed my signature in the space provided below only after I have completed the entire application to the best of my ability and have carefully read the foregoing five (5) statements.

APPLICANT SIGNATURE

DATE

FOR CALIFORNIA APPLICANTS

_____ Should a search of public records 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 such records even though I have checked the box below. "Public records" are defined by California state law and means records documenting an "arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment." (Civil Code section 1786.53) Any public records request conducted by internal personnel employed by the Company will only be used to the extent allowed by federal, state, or local law.

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

APPLICANT SIGNATURE

DATE