



KESWICK HALL  
AT MONTICELLO

# APPLICATION *for* EMPLOYMENT



ORIENT-EXPRESS HOTELS  
TRAINS & CRUISES

This application is not an employment contract, but merely is intended to evaluate suitability for employment to all qualified persons. Keswick Hall at Monticello is an Equal Opportunity Employer and in accordance with the requirements of all state and federal laws, does not discriminate in hiring or employment on the basis of sex, race, color, creed, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected by law. Keswick Hall at Monticello reserves the right to conduct pre-employment screening before a job-offer is made. If a job offer is made, employment may be contingent upon completion of a medical examination administered in accordance with applicable laws. You may be required to provide body substance samples. This application will remain active for 180 days, after which time you will be required to reapply.

*Please print clearly*

PERSONAL INFORMATION			
Last Name	First	Middle	Date
Street Address			Social Security Number
City	State	Zip	Home Phone ( )
Have you ever been employed under another name (maiden name, prior names)? <input type="checkbox"/> Yes: Name(s) _____ <input type="checkbox"/> No			Business Phone ( )
Are you 18 years of age and legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			Cell Phone ( )
Position Applying for			Email
Type of Employment Desired <input type="checkbox"/> Full time <input type="checkbox"/> Part-time (number of hours per week: _____) <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal			Date Available to Work
Have you previously applied for employment with us? <input type="checkbox"/> Yes (Month and Year _____ Position _____) <input type="checkbox"/> No		Have you previously worked for this Hotel? <input type="checkbox"/> Yes (Month and Year _____ Position _____) <input type="checkbox"/> No	

EDUCATION					
School	Name & Location of School	Course of Study	Number of Years Completed	Did You Graduate?	Degree or Diploma
Graduate			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade or Technical			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School			9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	

AWARDS, HONORS, MEMBERSHIPS
<b>Exclude labor organizations, memberships, and/or recognitions that reveal race, color, religion, national origin, gender, age, disability, or other protected status.</b>
Please describe any honors, scholarships, appointments, or awards that you have received:
Please describe any specialized training, apprenticeships, skills, or extracurricular activities that are relevant to the job for which you are applying:
Please list any memberships in professional or career-related organizations as well as any professional licenses:

## EMPLOYMENT HISTORY

Please provide accurate, complete full and part-time employment history. Start with your present or most recent employer. Be sure to account for all periods of time, including military service and any period of unemployment. If self-employed, list company name and provide business references. This section must be completed even if you are submitting a resume.

Company Name	Telephone (        )	
Address	City, State, Zip	
Name and Title of Supervisor	Hourly Pay Start \$                      Last \$	Dates of Employment (state month and year) From                      to
Job Title; Description of Job Duties	Reason For Leaving	

Company Name	Telephone (        )	
Address	City, State, Zip	
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## JOB-RELATED SKILLS

Are you able to perform the duties of the position for which you are applying, including regular attendance, with or without reasonable accommodation? (If you need an explanation of the meaning of "reasonable accommodation," please contact the Human Resources Manager).  Yes  No

Foreign Languages:

Fluent

Good

Fair

Speak: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Read: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Write: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Equipment:

Typewriter: \_\_\_\_\_ wpm

Word Processing:  WordPerfect  MS Word  Other \_\_\_\_\_

Please list any other skills or information that may be helpful to us in considering your application:

**Please answer the following questions only if the position for which you are applying requires driving a motor vehicle:**

Do you have a valid driver's license?  Yes (License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_ Expiration: \_\_\_\_\_)  No

Have you been convicted of or pled guilty to any traffic-related offense?  Yes (please describe below)  No

Have you had your driver's license suspended or revoked or had your driving privileges modified by a court of law?  Yes (please describe below)  No

## BACKGROUND

Have you ever been convicted of a crime, other than minor traffic violations?  Yes  No

If YES, please describe in full detail. Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be taken into account.

Have you ever been discharged from a job or asked to resign?  Yes (please explain below)  No

Have you served in the United States Military?  Yes (branch \_\_\_\_\_)  No

If YES, describe any training received relevant to the position for which you are applying:

## REFERENCES

By whom were you referred for a position here?

List any friends or relatives working for this Hotel.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

List three individuals, other than relatives, who will serve as professional references and who have known you for at least one year.

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Number ( \_\_\_\_\_ ) \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Number ( \_\_\_\_\_ ) \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Number ( \_\_\_\_\_ ) \_\_\_\_\_

## APPLICANT'S CERTIFICATION & RELEASE

1. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and legal right to work in the United States in order to comply with the Immigration Reform and Control Act of 1986.
2. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that, if I am employed, any false statement, misrepresentation, or omission of facts on this application or on any supporting documents, regardless of when discovered to be false or omitted, may result in my immediate dismissal.
3. If I am offered and I accept a position, I agree to conform to all existing and future rules and regulations of Keswick Hall at Monticello, and I understand that the Hotel reserves the right to change wages, hours, and working conditions as deemed necessary.
4. I understand that I will be required to possess a current and valid driver's license if my job requires me to drive in the course of my work.
5. I understand and agree that, if I am offered a position, it will be offered on condition that my employment shall be at will and for no definite period. I understand and agree that my employment may be terminated by the Hotel at any time, with or without cause, and with or without notice, at the option of either the Hotel or myself.
6. As part of Keswick Hall at Monticello's effort to provide a safe and healthy work environment free from alcohol and drug abuse, I will undergo a drug screening before an employment decision is made. A positive test result may make me ineligible for employment at the Hotel. This testing will be paid for by the Hotel.
7. I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information. I also release the Hotel from all liability that might result from making the investigation.

**BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREED TO THE ABOVE STATEMENTS.**

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_