

**APPLICATION FOR EMPLOYMENT**

Wingate by Wyndham  
5480 South Main St.  
Sylvania, OH 43560

PLEASE PRINT

Position Applied For \_\_\_\_\_ Date of Application \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Referral Source  Advertisement  Employee  Relative  Government Employment Agency  
 Walk-in  Private Employment Agency  Other  
Name of Source (If Applicable) \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone Number (\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Area Code

If necessary, best time to call you at home is..... \_\_\_\_\_ AM : PM

May we contact you at work?..... [ ] YES [ ] NO

If yes, work number and best time to call..... (\_\_\_\_) \_\_\_\_\_ AM : PM  
Area Code Time

If you are under 18, can you furnish a work permit?..... [ ] YES [ ] NO

Have you filed an application here before?..... [ ] YES [ ] NO

If yes, give date..... \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Have you ever been employed here before?..... [ ] YES [ ] NO

If yes, give dates..... \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are you legally eligible for employment in this country?..... [ ] YES [ ] NO  
(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Date available for work..... \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Type of employment desired [ ] Full time [ ] Part Time [ ] Temporary [ ] Seasonal [ ] Educational Co-Op

Are you on lay-off and subject to recall?..... [ ] YES [ ] NO

Are you able to meet the attendance requirement of the position?..... [ ] YES [ ] NO

Will you work overtime if required?..... [ ] YES [ ] NO

Have you ever been bonded?..... [ ] YES [ ] NO

Have you been convicted on a felony in the last seven (7) years?..... [ ] YES [ ] NO  
(Such conviction may be relevant if job related, but does not bar you from employment.)

If YES, please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Driver's license number (if required by job) \_\_\_\_\_ State \_\_\_\_ / \_\_\_\_ / \_\_\_\_

AN EQUAL OPPORTUNITY EMPLOYER

# EMPLOYMENT HISTORY

List your last (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.  
 Explain any gaps in employment in comments section below.

Employer ( )	Telephone ( )	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> later		\$	Per	

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Comments (including explanation of any gaps in employment)

**Skills and Qualifications** Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work with our company.

## EDUCATIONAL BACKGROUND

A. List last three (3) schools attended, starting with last one. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank and E. Major and Minor field of study (if applicable).

A. School	B. No Years Completed	C. Degree Diploma	D. GPA Class Rank	E. Major	E. Minor

List any additional information you would like us to consider.

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representative for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no questions on this application is used for the purpose of limited or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

## REMARKS

PERSONALITY:	ABILITY:			
HIRED:	DEPT.:	POSITION:	WILL REPORT:	SALARY/WAGES:

## REFERENCES

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List name and telephone number of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references who are **not** related to you.

NAME	TELEPHONE	YEARS KNOWN

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, and awards. (Exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

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