

## Inn of the Governors (DOC B)

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Hours you can be reached \_\_\_\_\_

Phone 1 \_\_\_\_\_  
Phone 2 \_\_\_\_\_  
Date \_\_\_\_\_

### A Note From Sam

Thank you for your interest in the Inn of the Governors. I hope you will find our hotel unique in our approach to hiring and retaining our staff. Our goal is to be the employer of choice in Santa Fe by inviting our staff members to become an important part of improving our hotel with their talent and ideas.

For our customers, we are committed to our vision to be "The preferred provider of world class service in hospitality and your home in the heart...of Santa Fe." We look forward to discussing your goals and the potential opportunities that there may be for a mutually rewarding relationship with our hotel.

1. Where would you like to be in two years? \_\_\_\_\_

\_\_\_\_\_

2. What would you think is the #1 focus of every employee in this hotel? \_\_\_\_\_

\_\_\_\_\_

3. What does world-class service mean to you? \_\_\_\_\_

\_\_\_\_\_

4. What does teamwork mean to you? \_\_\_\_\_

\_\_\_\_\_

5. What was the best quality of your last supervisor? \_\_\_\_\_

\_\_\_\_\_

6. What did you like least about your last job? \_\_\_\_\_

\_\_\_\_\_

7. What did you like most about your last job? \_\_\_\_\_

\_\_\_\_\_

8. What do you consider to be your strongest talent? \_\_\_\_\_

\_\_\_\_\_

9. What do you consider to be your biggest area for growth and improvement? \_\_\_\_\_

\_\_\_\_\_

*This Box For Office use Only*  
 BL \_\_\_\_\_ DT \_\_\_\_\_ PF \_\_\_\_\_

**Inn of the Governors (DOC C)**

Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 Hours you can be reached \_\_\_\_\_

Phone 1 \_\_\_\_\_  
 Phone 2 \_\_\_\_\_  
 Date \_\_\_\_\_

1. Are you currently employed? No \_\_\_\_\_ Yes \_\_\_\_\_ Where? \_\_\_\_\_

Start Date	End Date	Name and City of Employer	Phone	Salary	Supervisor	Reason for Leaving

Are you currently employed? No \_\_\_\_\_ Yes \_\_\_\_\_

If so, may we inquire of you present employer? No \_\_\_\_\_ Yes \_\_\_\_\_

2. Do you have reliable transportation? No \_\_\_\_\_ Yes \_\_\_\_\_

3. Have you applied here before? No \_\_\_\_\_ Yes \_\_\_\_\_ When? \_\_\_\_\_

4. Are you over 21? No \_\_\_\_\_ Yes \_\_\_\_\_

5. Are you related to anyone working here? No \_\_\_\_\_ Yes \_\_\_\_\_ Who? \_\_\_\_\_

6. What type of schedule requirements do you have? \_\_\_\_\_

7. High School Graduate or GED? High School \_\_\_\_\_ GED \_\_\_\_\_

*(Continued on Other Side)*

8. Have you ever worked with computers? No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, what programs? \_\_\_\_\_

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9. Are you eligible to work in the United States? No \_\_\_\_\_ Yes \_\_\_\_\_

10. Have you ever worked in a hotel before? No \_\_\_\_\_ Yes \_\_\_\_\_. Where? \_\_\_\_\_

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11. Have you ever been convicted of a felony? No \_\_\_\_\_ Yes \_\_\_\_\_

*If yes, please explain:*

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## **DISCLOSURE**

Certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statements, omissions, or misrepresentations on this application are sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when it is discovered by the Inn of the Governors.

I understand that any employment is conditional on a background check. I authorize the Inn of the Governors to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Inn of the Governors, without giving my prior notice of such disclosure. In addition, I release the Inn of the Governors, any former employers, and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without notice, at the option of either myself or the Inn of the Governors. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Inn of the Governors unless made in writing.

I am offered employment; I agree to submit to a medical examination and drug screen before starting work, if required. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Inn of the Governors and as permitted by law.

I understand that I shall be entitled to no future worker's compensation benefits if I knowingly and willfully conceal or make false representation about the information requested.

I understand that filing out this form does not indicate there is a position open and does not obligate the Inn of the Governors to hire. If hired, I agree to abide by all company rules, policies and procedures. The Inn of the Governors retains the right to revise its policies or procedures, in whole or in part at any time.

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Signature

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Date

12/13/2006