

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

It is our policy to comply with all applicable laws of the Territory of Guam and Federal Laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other legally protected status.

Date of Application: _____ **Position(s) Applying For:** _____

Are You Applying For:

Temporary Work?	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Regular Full Time Work?	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Regular Part Time Work?	<input type="checkbox"/> Yes or <input type="checkbox"/> No

APPLICANT INFORMATION

<hr/>	<hr/>	<hr/>	<hr/>
LAST NAME	FIRST	MI	
<hr/>		<hr/>	<hr/>
Mailing Address	City	State	Zip Code
<hr/>			
Contact No(s) Residence / Work / Mobile or Other			
<hr/>			
Can you provide proof – if hired, that you are eligible to work in the United States?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Are you over 18 years of age?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
How did you hear of our company? _____			
Do any of your relatives or friends work here?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If yes, please list the names and how you are related:			

EDUCATION AND/OR TRAINING

	NAME AND LOCATION	Diploma or Degree	Major Subjects of Study
High School:			
College or University:			
Specialized Training, Trade School, etc.:			
Other Education:			

License or Certification	State Issued	Profession	Lic./Cert. Number	Expiration Date

EMPLOYMENT HISTORY

1. Start with your current or last job – include Armed Forces service and Self-employment
2. Any change or job title under the same employer should be considered a separate position.

Name of Employer:	Company Address	Company Tel. No.
Dates Employed:		
From:	To:	Title/Role
Salary:	Reason for Leaving:	
Duties:		

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Salary:	Reason for Leaving:	
Duties:		



To: _____ Attn: Human Resources
Company Name

The following individual is currently being considered for a position with the Guam Reef Hotel. He/She has listed you as former employer, and has authorized us to conduct a reference check. We need your assistance in verifying and providing information below.

Fax number for responses: (671) 646-8481.

Name: _____ Position Title: _____

Dates of Employment: From: _____ To: _____

Salary verified as: _____

Reason for Leaving: _____

Eligible for rehire? _____ Yes _____ No
(If No, please explain)

Name / Signature of Individual providing the information:

Name: Title

Signature Date

I hereby authorize Guam Reef Hotel to conduct a reference check or investigation of all statements contained on my application. The facts set forth in my application are true and complete. I understand that false statements or omissions on the application will null or void the employment consideration.

Applicant Name

Date

Applicant Signature