



# Employment Application *\*Please print*

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, marital or veteran status, or any other legally-protected status.

HR Only	
Date R'cvd	_____
HR Initial	_____

<b>Position(s) Applying For:</b>			
1st	2nd	3rd	
<b>Applying For:</b> _____ Full Time _____ Part Time _____ On-Call/ Casual _____ Temporary			

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<b>Mailing Address:</b>		
<b>Contact Number(s)</b>	<b>E-Mail Address</b>	

How did you hear about our job opening(s)? \_\_\_\_\_

Have you ever applied at the Hilton Guam Resort & Spa before?  Yes  No  
 If so, please give date(s) \_\_\_\_\_

Have you ever worked at the Hilton Guam Resort & Spa before?  Yes  No  
 If so, please give date(s) and Job Title \_\_\_\_\_

Do you have any friends/ relatives who work for our company?  Yes  No  
 If yes, who and where do they work? \_\_\_\_\_

Are you currently employed?  Yes  No

Are you currently on "lay-off" status subject to recall?  Yes  No

Are you at least 18 years of age?  Yes  No  
 If no, can you provide proof of your eligibility to work in the U.S.?  Yes  No

Are you lawfully entitled to work in the U.S.?  Yes  No

*\*Proof of identity & employment eligibility will be required if you are hired*

Wage Expected \_\_\_\_\_ When are you available to start? \_\_\_\_\_

## What hours are you available to work for our company?

*\*Work schedules are based upon the needs of the business and may be subject to change on a weekly basis.*

<b>Sunday</b>	<input type="checkbox"/> Anytime	From	to	<input type="checkbox"/> Not Available
<b>Monday</b>	<input type="checkbox"/> Anytime	From	to	<input type="checkbox"/> Not Available
<b>Tuesday</b>	<input type="checkbox"/> Anytime	From	to	<input type="checkbox"/> Not Available
<b>Wednesday</b>	<input type="checkbox"/> Anytime	From	to	<input type="checkbox"/> Not Available
<b>Thursday</b>	<input type="checkbox"/> Anytime	From	to	<input type="checkbox"/> Not Available
<b>Friday</b>	<input type="checkbox"/> Anytime	From	to	<input type="checkbox"/> Not Available
<b>Saturday</b>	<input type="checkbox"/> Anytime	From	to	<input type="checkbox"/> Not Available



**Professional, Business or Civic Club Memberships**

*\*Please indicate length of involment and any Offices held. You may exclude memberships that would reveal gender, race, religion, national origin, age, ancestry, disability or any other protected status.*


**Special Skills or Training**

<i>Computers</i>	<i>Type of Software</i>	<i>Trade or Apprentice Training</i>
<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Database	_____	_____
<input type="checkbox"/> Spreadsheet	_____	_____
<input type="checkbox"/> Internet	_____	_____
<input type="checkbox"/> Other	_____	_____

**Work Experience**

*\*Start with your current/ last job. Include any job-related military service assignments & volunteer activities. You may exclude any organizations that may indicate your race, color, religion, gender, national origin, disabilities or any other protected status.*

<p>1) Organization _____</p> <p>Address _____</p> <p>_____</p> <p>Contact Number(s) _____</p> <p>_____</p> <p>Name of Supervisor _____</p> <p>_____</p>	<p>From _____ To _____</p> <p>Start Pay _____ Last Pay _____</p> <p>Job Title _____</p> <p>Work Performed _____</p> <p>_____</p> <p>Reason for Leaving _____</p> <p>_____</p>
<p>2) Organization _____</p> <p>Address _____</p> <p>_____</p> <p>Contact Number(s) _____</p> <p>_____</p> <p>Name of Supervisor _____</p> <p>_____</p>	<p>From _____ To _____</p> <p>Start Pay _____ Last Pay _____</p> <p>Job Title _____</p> <p>Work Performed _____</p> <p>_____</p> <p>Reason for Leaving _____</p> <p>_____</p>
<p>3) Organization _____</p> <p>Address _____</p> <p>_____</p> <p>Contact Number(s) _____</p> <p>_____</p> <p>Name of Supervisor _____</p> <p>_____</p>	<p>From _____ To _____</p> <p>Start Pay _____ Last Pay _____</p> <p>Job Title _____</p> <p>Work Performed _____</p> <p>_____</p> <p>Reason for Leaving _____</p> <p>_____</p>

*\*If you need additional space, please ask for a continuation sheet.*

**References** \*Please list at least three (3) references who are not relatives, previous employers or politicians.

1.)	_____	_____
	Name	Contact Number
	_____	
	Organization/ Address	
2.)	_____	_____
	Name	Contact Number
	_____	
	Organization/ Address	
3.)	_____	_____
	Name	Contact Number
	_____	
	Organization/ Address	

*\*Hilton Hotels will hold your data on file for a period of three (3) months for recruiting purposes and thereafter destroys your data. If you wish to gain access to your personal data or wish to find out more about the manner in which Hilton Hotels are treating your personal data, please contact our HR office. Hilton may disclose your personal data as required by law or to any third parties for purposes related to recruitment.*

**Applicant's Acknowledgement**

*I certify that the information I have provided on this application form is true and complete to the best of my knowledge. I authorize investigation of all information contained in this application for employment that may be necessary in making any employment decision.*

*I acknowledge that employment with Hilton Guam Resort & Spa is of an "at will" nature. I understand that I may resign at any time without giving notice or reason and Hilton Guam Resort & Spa may release me at any time without giving me notice or reason. I further understand that this "at will" employment relationship may not be changed except unless specifically authorized in writing by the principal executive of Hilton Guam Resort & Spa.*

*I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, that if hired, I will be required to abide by all policies, rules, and regulations of Hilton Guam Resort & Spa.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Authorization & Release of Liability**

*I authorize the Hilton Guam Resort & Spa to make an investigation of my personal, educational, financial, or employment history, and I authorize any former employer and any other person, firm, corporation, institution, or government agency to provide Hilton Guam Resort & Spa any information they may have about me. In consideration of Hilton Guam Resort & Spa's review of my application for employment, I release Hilton Guam Resort & Spa and all providers of information from any liability as a result of furnishing or receiving this information.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date