



# The Allison Inn & Spa

An equal opportunity employer providing a drug-free workplace.

Applicants will be given every consideration, but receipt of an application does not imply that an applicant will be employed.

Please print.

Position Applying For:		Date:	
Last Name	First Name	Middle Name	
Present Address		Apt/Unit #	
City	State	Zip Code	County
Phone #	Cell #	E-mail	

Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? YES  NO

Are you at least 18 years of age? YES  NO

Have you ever been discharged from any employment or asked to resign? YES  NO  If you answer "yes" please explain.

By law you are not required to disclose juvenile or adult criminal convictions that have been legally expunged by a court, nor does The Allison Inn & Spa require you to report minor traffic infractions.

Have you ever been convicted of, pleaded guilty or no contest to, or forfeited bond or bail for any crime or violation including misdemeanors, major traffic infractions and DUI charges? YES  NO

If you answered "yes," please identify the crime(s) and/or violations(s), provide the date(s) of conviction, and explain the circumstances. Note: A "yes" answer will not necessarily bar you from employment. Each incident will be evaluated individually with respect to time, circumstances and seriousness.

Are you able to perform the tasks of the job for which you are applying, with or without reasonable accommodation? YES  NO  If you answered "no" please describe the tasks that can't be performed.

Do you prefer full-time or part-time work? FT <input type="checkbox"/> PT <input type="checkbox"/> What days and hours are you available to work?	Were you referred by an employee(s) or agency? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please provide their name(s):
	Are any of your relative(s) or friend(s) presently employed at The Allison Inn & Spa? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please provide their name(s).

## Education, Training, Skills

High School or GED Granting Agency	City	State	Did you earn a High School Diploma or GED? YES <input type="checkbox"/> NO <input type="checkbox"/>
Trade School or College	City	State	Degree:

**Skills, Certificates, Licenses or Certifications: (including fluency in other languages, computer skills, experience using hospitality software)**

**Employment History – Begin with most recent employer first. This section must be completed in full even if attaching a resume.**

Company:		Phone:	
Address:		Supervisor:	
From:	To:	Starting Wage/Salary:	Ending Wage/ Salary:
Job Title:		Reason for leaving?	
Responsibilities:			
Company:		Phone:	
Address:		Supervisor:	
From:	To:	Starting Wage/Salary:	Ending Wage/ Salary:
Job Title:		Reason for leaving?	
Responsibilities:			
Company:		Phone:	
Address:		Supervisor:	
From:	To:	Starting Wage/Salary:	Ending Wage/ Salary:
Job Title:		Reason for leaving?	
Responsibilities:			

**Allison Inn & Spa Disclaimer**

It is the policy of The Allison Inn & Spa to afford equal opportunity to all employees and applicants without regard to age, race, religion, color, sexual orientation, national origin, marital status, expunged juvenile records, or pregnancy, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, and any and all characteristics protected by federal, state or local law.

I understand that falsification, misrepresentation or omission of facts on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information, and I also release The Allison Inn & Spa from all liability that might result from making an investigation.

If hired, I agree to abide by all of The Allison Inn & Spa policies, as well as Oregon State, and federal employment laws.

Harassment at The Allison Inn & Spa will not be tolerated and may be grounds for immediate dismissal.

We pride ourselves on the favorable image that employees present as representatives of The Allison Inn & Spa; therefore, multiple earrings, visible tattoos, and facial hair are not permitted.

I understand employment is at will, meaning employment and compensation can be terminated at any time, with or without cause, and with or without notice, at the option of The Allison Inn & Spa or myself.

The Managing Director is the only person who has the authority to create any other terms of employment and/or enter into any employment contract. Unless otherwise stated in an employment contract, The Allison Inn & Spa may change, withdraw and interpret policies (including wages, hours and working conditions) as it deems appropriate.

I understand it is unlawful to manufacture, distribute, dispense, possess or use illegal controlled substances on the premises of The Allison Inn & Spa, and that hiring decisions are made based on the results of pre-employment testing for illegal substances. Furthermore, random testing and reasonable suspicion testing will be administered when we have reason to believe an employee may be under the influence based on suspicious behaviors such as sudden poor job performance, accidents or increased tardiness, smelling of marijuana or alcohol, or reports from employees or guests that an employee is using an illegal substance, or when employees are in safety sensitive positions such as operating machinery.

By signing below, I acknowledge I understand this disclaimer, and will comply with the statements contained therein.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_