



**SONESTA
HOTELS**

APPLICATION FOR EMPLOYMENT
We are an equal employment opportunities employer



PLEASE PRINT

DATE _____ Soc. Sec. # _____

NAME _____ TEL. NO. _____
(FIRST) (MIDDLE) (LAST)

PRESENT ADDRESS _____ how long have you lived here? _____
(NO.) (STREET) (CITY / STATE / ZIP)

PREVIOUS ADDRESS _____ how long have you lived here? _____
(NO.) (STREET) (CITY / STATE / ZIP)

Name of relatives employed by us _____

Who referred you to this company? (What prompted your applying to us?) _____

Have you ever applied to or been employed by this company? Yes No If so, when? _____ Where? _____

Do you work anywhere else in your spare time? _____ where? _____ No. of hours? _____

Are you under 18 years of age? Yes No

CONVICTION INFORMATION

An applicant with a sealed record of entries on file with the commissioner of probation may answer "no record" to an inquiry about prior convictions of a crime. In addition, any application for employment may answer "no record" to an inquiry relative to all cases of delinquency or as a "child-in-need-of-services" for which no criminal prosecution resulted.

Have you ever been convicted of a felony? Yes No

If YES, explain

Position applied for _____
(1ST CHOICE) (2ND CHOICE)

Salary expectation _____ Availability date _____ Hours of work (shift) preferred _____

Are there any days or hours you are not available to work? _____ If so, please list: _____

POST OFFER PHYSICAL EXAMS MAY BE REQUIRED FOR PEOPLE IN CERTAIN JOB CATEGORIES. _____

EDUCATION

SCHOOLS	NAME & ADDRESS OF INSTITUTION	LAST YEAR COMPLETED (Circle)	DIPLOMA/ DEGREE	AVERAGE GRADES	MAJOR COURSE
HIGH SCHOOL		1 2 3 4	Yes / No		
COLLEGE OR TRADE SCHOOL		1 2 3 4	Yes / No		
APPRENTICESHIPS OR OTHER		1 2 3 4			

ADMIN./ CLERICAL APPLICANTS: TYPING SPEED _____ SHORTHAND SPEED _____ DICTAPHONE? _____ WORDPROCESSING? _____

WORK HISTORY: Include all employment. You may include in your work history any work performed on a volunteer basis.

ARE YOU CURRENTLY EMPLOYED? Yes No MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes No

NOTE: Start with most recent job and work back

1. DATES OF EMPLOYMENT (MONTH, YEAR) From _____ To _____	TITLE OF YOUR POSITION _____	EARNINGS: Starting \$ _____ per Ending \$ _____ per
NAME AND ADDRESS OF EMPLOYER _____		NAME AND TITLE OF IMMEDIATE SUPERVISOR _____
		TELEPHONE #: _____
REASON FOR LEAVING _____		
DESCRIPTION OF WORK _____		

WORK HISTORY (Continued)

2. DATES OF EMPLOYMENT (MONTH, YEAR) From _____ To _____	TITLE OF YOUR POSITION _____	EARNINGS: Starting \$ _____ per Ending \$ _____ per
NAME AND ADDRESS OF EMPLOYER _____		NAME AND TITLE OF IMMEDIATE SUPERVISOR _____ TELEPHONE #: _____
REASON FOR LEAVING _____ DESCRIPTION OF WORK _____		
3. DATES OF EMPLOYMENT (MONTH, YEAR) From _____ To _____	TITLE OF YOUR POSITION _____	EARNINGS: Starting \$ _____ per Ending \$ _____ per
NAME AND ADDRESS OF EMPLOYER _____		NAME AND TITLE OF IMMEDIATE SUPERVISOR _____ TELEPHONE #: _____
REASON FOR LEAVING _____ DESCRIPTION OF WORK _____		
4. DATES OF EMPLOYMENT (MONTH, YEAR) From _____ To _____	TITLE OF YOUR POSITION _____	EARNINGS: Starting \$ _____ per Ending \$ _____ per
NAME AND ADDRESS OF EMPLOYER _____		NAME AND TITLE OF IMMEDIATE SUPERVISOR _____ TELEPHONE #: _____
REASON FOR LEAVING _____ DESCRIPTION OF WORK _____		

IF ADDITIONAL SPACE IS NEEDED TO PROVIDE COMPLETE EMPLOYMENT HISTORY, PLEASE USE SEPARATE PIECE OF PAPER.

ARE YOU KNOWN TO SCHOOLS/REFERENCES (PRIOR EMPLOYERS) BY ANOTHER NAME? Yes No

IF YES, WHAT NAME? _____

IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

Please Read Carefully and Sign the Statement Below:

I certify that the information given above is true and complete and I understand that misrepresentation and/or withholding of information will result in the rejection of this application or my discharge if discovered after employment begins. I authorize the Company to make inquiries regarding my history and character of prior employers, schools, etc. and hereby release employers, schools, or individuals from all liability in responding to inquiries in connection with my application and release the Company from all liability with respect to such inquiries.

I understand that if employed, I will be an employee "at will" and may be terminated at any time, with or without cause, and with or without notice at the option of either the Company or myself. I also understand that no representative of the Company, other than the President, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that such agreement must be in writing. If I am employed, I agree to abide by the Company's policies, rules, procedures, and any changes thereto.

 APPLICANT'S SIGNATURE

 DATE

Sonesta Core Purpose

To add value to the lives of the people we interact with, including our guests, employees, property owners, suppliers, shareholders, and members of our communities, by meeting or exceeding their high expectations, and by treating them with dignity and respect.