

# Job Application

Send Application To: [apply@CentreHotel.com](mailto:apply@CentreHotel.com)

**Tell Us About Yourself**

Last Name  First Name  MI

Address  Preferred Name

City  State  Zip

Phone Number  Are you eligible to work in the U.S?  No  Yes (proof required if hired)

Email  Are you 18 years or older?  No  Yes

## Job Related Questions

Do you have reliable transportation to get to work?  
 No  Yes

Do you have a valid Driver's License?  
 No  Yes

What is your desired pay (optional)?

How did you hear about us?

What jobs interest you? (Check all that apply)

- Housekeeping and Laundry
- Front Desk (Guest Services)
- Maintenance
- Restaurant Server
- Kitchen Utility (performs various kitchen jobs)
- Line Cook
- Management
- Other (please specify): \_\_\_\_\_

## Availability

When can you start?

I would like to be employed...

Full-Time  Part-Time  Summer Only

What shifts would you prefer?

- AM Shift
- PM Shift
- Overnight
- Flexible

What days could you work?

- Monday  Friday
- Tuesday  Saturday
- Wednesday  Sunday
- Thursday

## Work Locations

Where are you interested in working? (Check all that apply)

### STATE COLLEGE LOCATIONS

- Carnegie Inn & Spa
- Days Inn Penn State
- Nittany Budget Motel
- Quality Inn
- Super 8
- Hilton Garden Inn (State College, PA)
- Gigi's Southern Table
- Brewsky's Bottle Shop
- Hospitality Asset Management Co. (HAMCO)

### OTHER LOCATIONS

- Comfort Suites (Carlisle, PA)
- Comfort Inn (Carlisle, PA)
- 1794 (*restaurant*, Carlisle, PA)
- Hilton Garden Inn (Indiana, PA)

Have you ever worked at any of these locations before?  No  Yes, which location(s): \_\_\_\_\_

Do you have family working at any of these locations?  No  Yes, their name(s): \_\_\_\_\_

Location(s): \_\_\_\_\_

## Most Recent Education

School Name

Years Attended

Diploma/Degree Earned?  No  Yes

## Relevant Technical Training

Course Title

Skill(s) Gained

Certification Earned?  No  Yes

**Work History**

List your two most related jobs:

Company Name   
Employer Phone #   
Dates Employed   
Reason for Leaving

Job Title   
List Job Duties

Company Name   
Employer Phone #   
Dates Employed   
Reason for Leaving

Job Title   
List Job Duties

**References**

Please list two work or school references (non-relative) who we may contact

Name	Phone #	Name	Phone #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Additional Questions**

Do you need reasonable accommodation (for example, a sign language interpreter) for the interview?

No  Yes, the accommodation I need is:

Within the last 7 years, have you completed a sentence/parole or been convicted of a crime involving: violence, sex, stalking, theft, property damage, minors, fraud, robbery, or drugs?\*

No  Yes

\*Pennsylvania Residents do not have to answer this question. Crimes include felonies, misdemeanors, and other violations of the law. You should not respond "Yes" as a result of a summary offense or any conviction that has been judicially sealed, expunged or pardoned. Conviction of a crime will not necessarily disqualify you from consideration for employment and will be considered only as it relates to the job in question.

**By signing below, you understand and agree to the following:**

**Multiple Property Application:** Hospitality Asset Management Company (HAMCO) represents several contracted properties. Any reference to HAMCO will apply to all of its contracted properties, which have the same rights and responsibilities as HAMCO. This application is used to apply for work with one or more of HAMCO's contracted properties. If hired, the property will be your employer.

**Equal Employment Opportunity Employer:** HAMCO is an Equal Employment Opportunity Employer. All applicants and employees are treated equally without regard to their race, color, religion, sex, gender identity, gender expression, sexual orientation, national origin, age, disability status, veteran status, marital/family status, pregnancy, or status within any other protected class by law.

**Not an Employment Contract:** Nothing contained in this application or in the interview process creates an employment contract between HAMCO and the applicant. Should this application result in your employment, you have a right to terminate your employment at any time and for any reason and HAMCO retains the same right. Any verbal or written statements to the contrary are hereby expressly disclaimed and are not reliable.

**Answered Honestly:** The information that you provided to HAMCO is true and complete. Any false or misleading information or omissions contained in this application, your resume, or other information provided by you during the interview process is grounds for disqualification from further consideration or for dismissal from the company.

**Can Investigate Further:** You are authorizing HAMCO to investigate your past employment, education, and public records you may have. You further authorize any inquiries into your character, reputation, knowledge, skills and abilities, and release those supplying any information from all liability.

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

\_\_\_\_\_  
Date Signed

Please feel free to attach any additional information or a resume.

