

APPLICATION FOR EMPLOYMENT

White Lodging is an equal employment opportunity employer. Our policy is to not discriminate against any applicant or associate based on race, color, sex, religion, national origin, age, disability, or any other basis protected by applicable federal, state, or local laws. White Lodging prohibits harassment of applicants or associates based on any of these protected categories. It is also our policy to comply with all applicable state and federal laws respecting consideration of unemployment status in making hiring decisions.

Note to Applicants: Smoking is prohibited in all indoor areas of White Lodging unless designated smoking areas have been established by a particular location in accordance with applicable state and local law.

GENERAL INFORMATION

Please complete all requested information. Use ink and print.

Location	Today's Date	Position(s) Applying For
Name (Last)	(First) (Middle)	Date Available for Work Pay Expectations (Hourly or Salary)
Street Address	Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you at least 21 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(for positions that serve alcohol or require driving)</i>	
City	State Zip	Telephone (Home/Cell) Telephone (Work) () - () - Email:
Have you ever used any other name(s) which is (are) necessary for us to know in order for us to verify your employment or educational record? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the other name(s):	Are you available to work overtime as needed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you available weekdays? Weekends?	
Have you previously worked for White Lodging in any location either as an associate or through an employment or staffing agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain when and in what capacity:	Do you have any relatives now employed at White Lodging? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state name(s) and where they are located.	

PERMISSION TO WORK

Are you legally authorized to work in the U.S.? Yes No [If hired, you will be required to submit verification of your legal right to work in the United States.]

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B status)? Yes No

REFERRAL INFORMATION

How did you learn about White Lodging or this job?

WORK EXPERIENCE

Please specify your complete full-time and part-time employment history, including any self-employment. You may include any verified work performed on a volunteer basis. Begin with your most recent employer. If you require additional space, please use the reverse side of this page and/or the following page.

	Company Name	Telephone () -
	Address	Employed (Month and Year) From To
1	Name, Title, and Phone Number of Supervisor May we contact your Supervisor <input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly/Hourly Wage Start Last
	Job Title, and Work Responsibilities	Reason for Leaving:

	Company Name	Telephone () -
	Address	Employed (Month and Year) From To
2	Name, Title, and Phone Number of Supervisor May we contact your Supervisor <input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly/Hourly Wage Start Last
	Job Title, and Work Responsibilities	Reason for Leaving:

	Company Name	Telephone () -
	Address	Employed (Month and Year) From To
3	Name, Title, and Phone Number of Supervisor May we contact your Supervisor <input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly/Hourly Wage Start Last
	Job Title, and Work Responsibilities	Reason for Leaving:

Please explain any gaps in your employment _____

PROFESSIONAL REFERENCES

Individuals not related to you. Business references preferred.

Name	Occupation	Phone	Address	Years Known and Capacity

EDUCATION & TRAINING

Please include name, street, city, state and zip code for each school.

School	Name and Location of School	Number of Years Completed	Degree	Type of Course/Major
Business/Trade/Technical				
High School				
College				
Graduate School				

Do you have any other training, experience, skills, or qualifications not otherwise described above which you feel would benefit White Lodging? If so, please explain:

APPLICANT'S STATEMENT & ACKNOWLEDGMENT

THIS APPLICATION IS NOT COMPLETE UNTIL IT IS FULLY COMPLETED, SIGNED, AND ALL STATEMENTS BELOW HAVE BEEN READ AND INITIALED.

Initial: _____ I certify that all of the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.

Initial: _____ I recognize that this employment application is not an offer of employment. I agree that if I am hired by White Lodging, **I will be an at-will associate**, meaning that either White Lodging or I may end the employment relationship at any time with or without cause or notice. I understand that only the President of White Lodging, or the President's authorized representative, and no manager, supervisor, or other representative of White Lodging, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will employment relationship, and any such agreements must be in writing and signed by the President or his/her authorized representative and by me.

Initial: _____ I further understand and agree that, except for employment-at-will status, if hired, my wages, hours, working conditions, job assignment(s), and compensation rate(s) will be subject to change by White Lodging.

Initial: _____ I understand that if I am offered employment, I may be required to sign a non-solicitation and non-disclosure agreement, as a condition of the employment.

Initial: _____ I understand that White Lodging may share the information contained in this application with other White Lodging associates for employment and administrative purposes and hereby consent to such transfer.

Initial: _____ I hereby authorize White Lodging to conduct any necessary investigation regarding my background as it relates to the position I am seeking and to the extent permitted by federal, state, and local law. I agree to complete the requisite authorization forms for the background investigation. I hereby release all parties from any liability in connection with the provision and use of such information.

Initial: _____ I understand and expressly agree that if employed by White Lodging, storage areas provided for me (locker, desk, etc.) are open to investigation by White Lodging without prior notice to me.

Initial: _____ I agree to undergo a pre-employment physical examination consistent with federal and state law to the extent required for the position for which I am applying at White Lodging.

Initial: _____ I agree to submit to legally permissible drug testing upon an offer of employment from White Lodging and prior to starting work. I agree that any offer of employment is contingent upon my receiving a negative test result.

Initial: _____ I understand that if I am applying for a position that may involve serving of alcohol, my employment may be conditioned on proof of my age in order to ensure that I am legally entitled to be hired for the position.

Initial: _____ **Maryland Applicants: I UNDERSTAND THAT UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT ANY INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.**

APPLICANT'S STATEMENT & ACKNOWLEDGMENT

My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all the understandings between White Lodging and me concerning the topics addressed herein, and supersedes any prior inconsistent understandings between White Lodging and me on such issues.

APPLICANT'S SIGNATURE

DATE

This application will only be considered for 30 days. If you have not been hired within 30 days of submitting this application and you wish to continue to be considered for employment, you must complete another application.

CRIMINAL HISTORY INFORMATION- ADDENDUM TO EMPLOYMENT APPLICATION

NAME: _____ (Please Print)

DATE: _____

BEFORE completing this form, please read the State Specific Instructions on the next two pages if you are applying for a position in Austin (Texas), California, Connecticut, Illinois, Michigan, Nebraska, New Jersey, New York, Ohio or Pennsylvania.

For Applicants Applying for a Position in any of the Following Locations: AUSTIN (Texas), ILLINOIS, AND NEW JERSEY DO NOT ANSWER THE QUESTIONS BELOW AT THIS TIME. (SEE DIRECTIONS ON BACK OF THIS FORM.)

Please note that you **SHOULD NOT IDENTIFY** a record of any adult or juvenile arrest, detention or conviction that has been sealed, expunged, annulled, erased, pardoned or statutorily eradicated, set aside or otherwise dismissed by court order.

Have you ever been convicted of or pled guilty or no contest or nolo contendere to any FELONY? (Do not disclose any convictions for which your record was sealed, expunged, annulled, set aside, pardoned or otherwise eradicated.)

Yes No

Have you ever been convicted of or pled guilty or no contest or nolo contendere to any crime involving VIOLENCE (e.g. assault, battery, rape, homicide), THEFT (e.g. burglary, robbery, larceny, embezzlement), DRUG TRAFFICKING AND/OR DISTRIBUTION? (Do not disclose any convictions for which your record was sealed, expunged, annulled, set aside, pardoned or otherwise eradicated.)

Yes No

Are you currently out on bail or personal recognizance or pending or awaiting disposition or trial in a criminal matter? (Do not respond to this inquiry if you reside or are applying for a job in California, Illinois, Michigan, Pennsylvania, or Wisconsin. In Michigan, only respond regarding pending felony charges.)

Yes No

For applicants applying for positions that involve driving, have you ever been convicted of or plead guilty or no contest or nolo contendere for driving under the influence or offenses involving personal injury to others?(Do not disclose any convictions for which your record was sealed, expunged, annulled, set aside, pardoned or otherwise eradicated.)

Yes No

If you answered "yes" to any of the above questions, please describe the nature of the crime(s)/offense(s); the date of conviction(s) or plea(s); the city, county and state where the conviction(s)/plea(s) occurred; the sentence imposed; and subsequent rehabilitation. **Also, prior to answering, please review the accompanying State-Specific Instructions.**

Nature of offense(s): _____

Misdemeanor _____ Felony _____ Other _____

Applicable date(s) of conviction(s) / plea(s): _____

County/Countries: _____ State(s): _____

ALL APPLICANTS: Provide additional details below and/or on additional paper. (A conviction or plea will not automatically disqualify you from employment. Factors that will be taken into account include: (1) The facts or circumstances surrounding the offense or conduct; (2) the number of offenses for which you were convicted or plea was entered; (3) your age at the time of conviction or plea, or release from prison; (4) any evidence that you performed the same or similar type of work, post conviction/plea, with the same or different employers, with no known incidents of criminal conduct; (5) the length and consistency of employment history before and after the offense or conduct; (6) any rehabilitation efforts, e.g. education/training; (7) any employment or character references and any other information regarding your fitness for the particular position; and/or (8) whether you are bonded under a federal, state, or local bonding program.)

I hereby certify that the above criminal history information is true and correct. I understand that the failure to disclose any conviction, pleas, or requested disclosure (other than those legally protected from disclosure) will be grounds for withdrawing an offer of employment or termination of my employment, if hired.

_____ Date

_____ Signature

STATE-SPECIFIC INSTRUCTIONS FOR ANSWERING CRIMINAL HISTORY INQUIRY

Austin, Texas Applicants: DO NOT ANSWER THE CRIMINAL HISTORY QUESTIONS UNTIL AFTER YOU HAVE RECEIVED AN OFFER OF EMPLOYMENT. After the job offer, please respond to all inquiries on this form.

California Applicants: Do not identify any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been dismissed by a court. Also, do not identify marijuana-related convictions entered by the court more than 2 years ago that involve: unlawful possession of marijuana; transportation or giving away of up to 28.5 grams of marijuana, other than concentrated cannabis, or the offering to transport or give away up to 28.5 grams of marijuana, other than concentrated cannabis; possession of paraphernalia used to smoke marijuana; being in a place with knowledge that marijuana was being used; or being under the influence of marijuana. Also, do not identify any arrest or detention that did not result in a conviction or any record of a referral to, and participation in, any pretrial or post trial diversion program.

Connecticut Applicants: DO NOT ANSWER THE CRIMINAL HISTORY QUESTIONS UNTIL AFTER YOU HAVE RECEIVED AN OFFER OF EMPLOYMENT. After the job offer, please respond to all inquiries on this form. Do not identify any arrest, criminal charge or conviction the records of which have been erased by a court based on sections 46b-146, 54-76o or 54-142a of the Connecticut General Statutes. Criminal records subject to erasure under these sections are records concerning a finding of delinquency or the fact that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or not prosecuted, a criminal charge for which the person was found not guilty, or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been judicially erased under one or more of these sections is deemed to have never been arrested within the meaning of the law as it applies to the particular proceedings that have been erased, and may so swear under oath.

Illinois Applicants: DO NOT ANSWER THE CRIMINAL HISTORY QUESTIONS UNTIL AFTER YOU HAVE BEEN INTERVIEWED. After the interview, please respond to all inquiries on this form.

Michigan Applicants: Do not identify any misdemeanor arrests, detentions or dispositions that did not result in conviction.

Nebraska Applicants: Do not identify a sealed juvenile record of arrest, custody, complaint, disposition, diversion, adjudication or sentence.

New Jersey Applicants: DO NOT ANSWER THE CRIMINAL HISTORY QUESTIONS UNTIL AFTER YOU HAVE BEEN INTERVIEWED. After the interview, please respond to all inquiries on this form and note the following additional instructions. When responding, do not identify any disorderly persons convictions where the date of sentence or release from incarceration occurred five or more years prior to the application and do not identify any conviction of the first through fourth degree that occurred ten or more years prior to the date of application, unless a similar offense of disorderly conduct or the first through fourth degree occurred since those dates. Regardless of the date of sentencing or release from incarceration, **you must identify** any conviction involving murder, manslaughter, death by auto (as defined by NJS 2C:11-2), attempted murder, arson and arson related offenses, sex offenses (as defined by subsection b. of section 2 of P.L.1994, c.133), robbery, kidnapping, human trafficking, possession of weapons during commission of a crime, burglary, aggravated assault (as defined by NJS 2:C:21-1), any crime involving terrorism (including those listed in 18 U.S.C 113B) and any crime similar to those above committed in another jurisdiction, regardless of when they occurred.

New York Applicants: You may answer "no record" concerning any criminal proceeding that terminated in your favor, per section 160.50 of the New York Criminal Procedure Law; any criminal proceeding that terminated in a "youthful offender adjudication," as defined in section 720.35 of the New York Criminal Procedure Law; any conviction for a "violation" that already has been sealed by the court, per section 160.55 of the New York Criminal Procedure Law; and any conviction that was sealed pursuant to section 160.58 of the New York Criminal Procedure Law.

Ohio Applicants: Do not report any arrest or conviction for a minor misdemeanor drug violation as defined under Ohio Rev. Code 2925.11.

Pennsylvania Applicants: Do not identify convictions for summary offenses.

ADDITIONAL EMPLOYMENT INQUIRIES

If applying for a position that will include driving:

Restrictions or Suspensions (respond fully if driving is required for the job you are applying for):

If hired, you may be required to provide proof of insurance coverage.

Emergency Contact Person

Name: _____ Phone Number: Cell: _____ Email: _____
Home: _____