



hotel nikko san francisco

APPLICANTS WILL RECEIVE CONSIDERATION FOR POSITIONS, WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX (EXCEPT WHERE SEX IS A BONAFIDE OCCUPATIONAL QUALIFICATION), SEXUAL ORIENTATION, MARITAL STATUS, INDIVIDUALS WITH DISABILITIES, AND EQUALLY TO DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA, OR ANY OTHER BASIS PROTECTED BY LAW.

Application for Employment

Name: Last First Middle Other Names Under Which You Have Worked

Address: Number and Street City State Zip Code

Email Address:

Home Phone: Cell Phone:

Work Phone: May we contact you at work? Yes No

Are you currently authorized to work for employers in the United States? Yes No

Are you 18 years of age or over? Yes No

Position Applied for Salary Desired per

Full Time Part Time On- Call Date Available for Work:

Day and Time NOT available for Work:

The following conditions may be required at some point in a job assignment. If required, would you be willing to work:

Shift Work Rotational work schedule Yes No

Work schedule other than Monday thru Friday Overtime Work Yes No

Have you ever been convicted of or pled no contest or guilty to a felony or to any crime involving theft, dishonesty, violence or sexual misconduct? (Note: An applicant should not disclose: (1) any conviction that has been sealed, expunged or statutorily eradicated; (2) any marijuana related convictions dated more than two (2) years ago; (3) a conviction under California Health & Safety Code sections 11357(b) or (c), 11360(b) (formerly 11360(c)), 11364, 11365, or 11550, or their statutory predecessors, dated more than two years ago; (4) any arrests that did not result in a conviction; and (5) juvenile records.) Yes No

If yes, please briefly describe the circumstances, indicating the data, nature and place of the offense and disposition of the case. A conviction record will not necessarily bar you from employment.

Have you ever served in the United States or any other country's military services? Yes No

If so, did you receive and special training or skills during your service? Yes No

Please explain:

Has a Hotel Nikko San Francisco Hotelier referred you to us? Yes No

Please provide hotelier's name:

Do you have any relatives working for us? Please indicate name and position. Yes No

Table with 6 columns: Education, Name of School, City and State, Years completed (Circle), Diploma / Degree, Type of Degree, Major / Minor Field of Study. Rows include High School, College / University, and Other.

Foreign Languages (List fluent only) 1. Read Write Speak 2. Read Write Speak

Employment Record -

Please list your job history for the past 10 years or at least 4 employers. Start with your present or most recent employer, including military service, and include all jobs you held.

Company Name and Address	Date Employed Month / Year	Rate of Pay	Position title and Duties	Reason for Leaving
Company _____ _____ _____ Telephone Supervisor	From _____ To _____	Starting \$ _____ per Final \$ _____ per	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
Company _____ _____ _____ Telephone Supervisor	From _____ To _____	Starting \$ _____ per Final \$ _____ per	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
Company _____ _____ _____ Telephone Supervisor	From _____ To _____	Starting \$ _____ per Final \$ _____ per	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
Company _____ _____ _____ Telephone Supervisor	From _____ To _____	Starting \$ _____ per Final \$ _____ per	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____

Do you have any objections to our contacting your present employer to verify the above?

- No, you may contact at anytime. Do not contact now, you may contact at a later date.
Date: _____

Please identify and explain any gap in continuous employment over the last ten years.

Have you ever been employed by or previously applied to Nikko San Francisco? Please indicate when, position, and if appropriate years worked.

Please read the following statement carefully and sign.

<p>1. I authorize the persons, schools, current employers and other organizations or employers named in the application to provide Nikko with any relevant information that may be required to arrive at an employment decision.</p> <p>2. I understand and agree that:</p> <p>a) Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from Nikko employment.</p> <p>b) Business needs may at times makes the following conditioned mandatory: overtime, shift work, a</p>	<p>rotation work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my continuing employment.</p> <p>c) This is an application and not a contract, my employment is at will and can be terminated with or without notice for any or no reason at any time.</p> <p>I further understand that, if employed, no one other than the Director of Human Resources of the Hotel may enter into an agreement contrary to the at-will employment relationship, and that any such agreement must be in writing and signed by the Director or Human Resources and me.</p>
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Print Name: _____

Signature of Applicant: _____

Date: _____



**DRUG FREE WORKPLACE POLICY
APPLICANT CONSENT FORM**

It is the policy of Hotel Nikko San Francisco to maintain a drug free workplace environment conducive to effective business operations. Drug use (including alcohol abuse) in the workplace is strictly prohibited.

As a condition of employment, associates are prohibited from the illegal use of, or being under the influence of drugs. A “drug” is any substance that is controlled substance within the meaning of §202 of the Federal Controlled Substance Act. The “illegal use” of drugs includes the consumption of prescription medications by persons, or in a manner, not authorized by a valid prescription.

Associations are similarly prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or offering any illegal drug (including narcotics, hallucinogens, stimulants, or sedatives).

Applicant Consent

I, _____, understand and agree that as a condition of my employment, I must undergo a urine test designed to detect the presence of drugs in my body.

If I refuse to take the urine test or, if the test is confirmed positive, the results will be reported to the Human Resource Department and I will not be considered for employment with Hotel Nikko San Francisco at this time.

Signature: _____

Print Name: _____

Date: _____

EQUAL EMPLOYMENT OPPORTUNITY ADDENDUM

Hotel Nikko San Francisco is an equal opportunity employer. For the purpose of effectively implementing our Affirmative Action Program, we would appreciate your providing the following information. This information will not be used in evaluating your application (completion of this section is optional).

Date: _____

Position Applied For: _____

Referral Source: _____

Male Female

Ethnic Origin: Asian/Pacific Islander

Native Indian/Alaskan Native

Black

Hispanic

White

Other

Decline to Answer

If Applicable: Vietnam Veteran

Veteran