

# TOPAZ

SERVICES

360 22<sup>nd</sup> Street, Suite 300 Oakland, CA 94612  
 Main: (510) 628-4400 Reservations: (800) 677-1500 Fax: (510) 628-9025  
<http://www.hotelres.com>

*Please complete entire application to ensure processing.*

**TOPAZ SERVICES:** By submitting this application, I am requesting that I be considered for employment by Topaz Services, LLC.

Topaz Services, LLC is an equal opportunity employer.

**Position Applying for:**

**Today's Date:**

**PERSONAL INFORMATION** (Please print)

Name:	Last	First	Middle Initial	Social Security #
Address (Street Name and Number)			Apt #	Email Address:
City	State	Zip Code		Daytime Phone
				Evening Phone
Person to be notified in case of an emergency				Date you can start:
Relationship				
Daytime #		"Evening #		
Address (Street Name and Number)			Apt#	
City	State	Zip Code		Salary Required:

**EMPLOYMENT DESIRED** (If you are applying for an hourly position, please keep in mind that the availability of hours may vary)

Please list the hours you are available to work each day: (ex: 3pm – 3am means you are able to work during those times)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Are you able to work overtime?							

**FOR OFFICE USE ONLY**

Schedule notes:

Full time  Part time

<b>EDUCATION</b>	High School	Vocational/Technical	College/University	Graduate/Professional
School Name				
City and State				
Select Last Year Completed	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Did You Graduate?	Yes No	Yes No	Yes No	Yes No
Year of Graduation				
Type of Diploma/Degree and Major				

**ABILITY TO WORK**

Can you submit verification of eligibility to work in the U.S.?

Are there limitations (i.e. physical or other) that would affect your ability to work?  
If so, please specify

Do you have any commitment (personal, school, or other) that would affect your work schedule?  
If so, please specify

Are there any hours during the day or night, or any day of the week that you cannot work?

**LIFE EXPERIENCE**

What skills, experiences, or qualifications will be an asset in your work at Topaz?

Please describe a work situation that has been difficult for you and how you dealt with it.

What has been your most interesting work and why?

Include any information about yourself that you would like considered with this application.

**EMPLOYMENT EXPERIENCE:** List below current and last three employers, starting with the most recent one first. Please include any non-paid/volunteer experience that is related to the job for which you are applying. Please complete even if you attach a resume.

From	Current / Most Recent Employer (Name and Address of Employer – Type of Business)	Salary or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
To				
Duties Performed				
Supervisor's Name		Phone Number		May We Contact?
From	Current / Most Recent Employer (Name and Address of Employer – Type of Business)	Salary or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
To				
Duties Performed				
Supervisor's Name		Phone Number		May We Contact?
From	Current / Most Recent Employer (Name and Address of Employer – Type of Business)	Salary or Hourly Starting _____ Ending _____ If hourly, average # of hours per week _____	Position	Reason For Leaving
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To				
Duties Performed				
Supervisor's Name		Phone Number		May We Contact?

Check “Yes” or “No” for each of the following questions. If you check “Yes” to any questions, give details in the area provided below.

1. Have you ever been convicted for violation of the law other than minor traffic offenses? Yes  No   
 If yes, state the nature of the offense(s), city, state and disposition:  
*NOTE: A conviction record will not always be considered grounds for disqualification, but will be weighed relative to the position being sought.*
  
2. Have you ever been discharged or forced to resign from employment? Yes  No   
*NOTE: Do not include business closures or general layoffs.*

**APPLICANT STATEMENT**

- I. I hereby affirm that the information I have provided in this application, employment history attachment and the accompanying resume, if any, is true and complete to the best of my knowledge. I understand that any falsified, misrepresented, incomplete or omitted information may disqualify me from consideration for employment or result in my dismissal from employment.
- II. I understand that nothing contained in this employment application, or in granting an interview, is intended to create an express or implied employment contract between Topaz Hotel Services and myself. No promises regarding employment or duration of employment have been made to me.
- III. I authorize Topaz Hotel Services or its representatives to investigate and verify any and all of the information contained in this employment application, and to conduct a criminal background investigation. I also authorize all previous employers, schools, organizations and individuals listed herein to verify any and all information I have provided and to give any additional information in response to reference questions intended to determine my suitability for employment.

Please sign below if you agree with the above statements and that all information you have entered on this application is truthful and accurate, and that no information has been omitted that would materially affect your work performance if hired by our company.

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

Additional Comments: