



505 14<sup>th</sup> Street, Suite #900 Oakland, CA 94612  
Main: (510) 628-4400 Reservations: (800) 677-1500 Fax: (510) 628-9025  
<https://www.topazservices.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: First MI Last Daytime Phone Hourly Wage Required  
Address (Street and Number) Apt # Evening Phone  
City State Zip Code Email Address Date you can start

**EMERGENCY CONTACT** (Please print)

Name: First and Last Relationship Address (Street and Number) Apt #  
Contact Phone Contact Email City State Zip Code

**EMPLOYMENT DESIRED**

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

Please list all hours in PST (Pacific Standard Time) 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?

**WORK FROM HOME REQUIREMENTS**

If you wish to be considered for telecommuting, please confirm that you have all of the following work from home requirements:

1. High Speed Broadband Internet with a connection at least of 25 Mbps
2. Able to plug directly to your internet router through a hardwired connection
3. A quiet place in your home where you will work from which is free from noise and distractions

Do you have all of the following?

<b>EDUCATION</b>	High School	Vocational/Technical	College/University	Graduate/Professional
School Name				
City and State				
Select Last Year Completed				
Did You Graduate?				
Year of Graduation				
Type of Diploma/Degree and Major				

<b>ABILITY TO WORK</b>
Can you submit verification of eligibility to work in the U.S.?    Yes        No
Are there limitations (i.e. physical or other) that would affect your ability to work?    Yes        No If so, please specify
Do you have any commitment (personal, school, or other) that would affect your work schedule?    Yes        No If so, please specify
Are there any hours during the day or night, or any day of the week that you cannot work?

<b>LIFE EXPERIENCE</b>
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.

Employer Name	Position	Duties Performed		
Employer Address	Phone Number			
	Supervisor Name			
Type of Business	Reason for Leaving	Start Date	End Date	May We Contact? Yes      No

Employer Name	Position	Duties Performed		
Employer Address	Phone Number			
	Supervisor Name			
Type of Business	Reason for Leaving	Start Date	End Date	May We Contact? Yes      No

Employer Name	Position	Duties Performed		
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Employer Address	Phone Number			
	Supervisor Name			
Type of Business	Reason for Leaving	Start Date	End Date	May We Contact? Yes      No

Have you ever been discharged or forced to resign from employment?    Yes      No

NOTE: Do not include business closures or general layoffs.

If you check “Yes” please provide details:

Have you ever been convicted for violation of the law other than minor traffic offenses?    Yes      No

NOTE: A conviction record will not always be considered grounds for disqualification, but will be weighed relative to the position being sought.

If yes, state the nature of the offense(s), city, state and disposition:

## 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: