



# CROWNE PLAZA®

SAN DIEGO

THE PLACE TO MEET.

**PLEASE READ CAREFULLY:** Applications and resumes are accepted for positions currently available. MV Partners, Inc., dba The Crowne Plaza Hanalei San Diego Hotel is committed to afford all qualified individuals an equal opportunity to pursue employment and advancement opportunities. There shall be no discrimination against any person or group based upon race, color, religion, sex, age, disability or veteran status. Please PRINT and answer ALL questions on both sides of this application. If one does not apply, insert N/A. Have you been informed of, understand and have the ability to perform the essential functions of the job with or without accommodations? Yes \_\_\_ No \_\_\_

Any applicant with a disability who needs reasonable accommodations in any step of the hiring process to assist him/her to demonstrate his/her qualifications to perform the essential functions of the job for which the applicant is applying should inform Human Resources.

### General Information

Last Name \_\_\_\_\_ Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Date: \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone (\_\_\_\_) \_\_\_\_\_ Message Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_  
 Have you the legal right to work in the U.S.? Yes  No  **All persons upon hire must provide valid authorization to work in the United States.**  
 Have you, since age of 18 or within the last 7 years, (whichever is most recent), ever been convicted of a felony? \*Conviction will not necessarily disqualify you from employment. Yes  No  If YES, please describe briefly: \_\_\_\_\_  
 Have you ever been employed at the Crowne Plaza San Diego or any Hotels affiliated companies before? Yes  No   
 If yes, please state location, dates and position held: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

### Employment Interest

Position Applying for \_\_\_\_\_ Wage/Salary Desired \$ \_\_\_\_\_ Date Available \_\_\_\_\_  
 Please fill in the hours you are available to work.  
 Available for: Full Time  Part Time  Temporary  On Call

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

### Education and Skills

	City	State	ZIP	Major Subject	Degree/Diploma	Year
High School	_____	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____	_____	_____
Business, Trade or Other	_____	_____	_____	_____	_____	_____

  

Certification (Type)	Issue Date	Expiration
_____	_____	_____

Office Skills: Software \_\_\_\_\_ Web \_\_\_\_\_ Hotel Programs \_\_\_\_\_ Type \_\_\_\_\_ wpm 10 Key \_\_\_\_\_ wpm  
 Professional Affiliations: \_\_\_\_\_ Special Training: \_\_\_\_\_ Other \_\_\_\_\_

### Military Service

U.S. Military Services Duties \_\_\_\_\_ Branch \_\_\_\_\_ Highest Rank \_\_\_\_\_ Reserve Status \_\_\_\_\_

### Employment History - (Beginning with your present or most recent position, complete for 4 years of employment)

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_ Wage/Salary: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Position Held \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Duties: \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_ Wage/Salary: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Position Held \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Duties: \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_ Wage/Salary: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Position Held \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Duties: \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_ Wage/Salary: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Position Held \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Duties: \_\_\_\_\_

### References (List - 3, Professional References who are qualified to evaluate your capabilities) DO NOT INCLUDE RELATIVES.

Name	Name	Name
Area Code ( ) Phone:	Area Code ( ) Phone:	Area Code ( ) Phone:
Address	Address	Address
Occupation	Occupation	Occupation
Years Known	Years Known	Years Known



**Pre Employment Statement (Read Carefully)**

Please read the following statements carefully before signing this application. Only those applications that are signed and dated are considered valid. I certify that all the answers or statements I have made on this application or on my resume or other supplementary materials are true and correct without omissions. I acknowledge that any false statements or misrepresentations on this application or supplementary materials will be cause for refusal to hire or for immediate dismissal from employment at any time during the period of my employment. I authorize MV Partners Inc. to contact any of my past employers to obtain information concerning my previous employment and/or education except as otherwise indicated. I release this Company (MV Partners Inc.) and all persons and organizations from all claims and liabilities of any nature arising from such investigations or the supplying of information for such investigations. I agree that my employment and compensation are at the will of the Company and can be terminated, with or without cause, and with or without notice, at any time at the option of either the Company or myself. I understand and agree that these terms can only be modified by the Chief Operating Officer. No supervisor, representative, agent, or employee of the Company has now or has had in the past any authority to enter into any agreement for the employment for a specified period of time, or to make any agreement which is contrary to or a modification of the above terms, nor can any policies of the Company either written or oral, modify the above terms.

I understand and agree if I begin work prior to taking a post-offer drug test or prior to the results being received by the Company. I will be a temporary and contingent employee until such time as I successfully complete the drug test. Therefore, I understand that a drug test with a negative result is required as a condition of employment.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**RELEASE (Read Carefully)**

I hereby authorize all educational institutions which I have attended, all branches of the U.S. Military service in which I have served, all of my former employers, all credit bureaus, all court systems, and all of their representatives to furnish to MV Partners Inc. or its subsidiaries or its representatives any and all information concerning my education, military service, former employment, credit history and/or criminal convictions. In addition, I hereby agree to hold harmless and to release all of said institutions, services, employers, bureaus, courts, and representatives from any and all claims that I may have, or which may arise, against any and/or all of them, including MV Partners Ind., dba Crowne Plaza San Diego, its subsidiaries, affiliates, & representatives as a result of their furnishing information to the company.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**STATEMENT AGAINST SEXUAL HARASSMENT OR ANY OTHER FORM OF HARASSMENT**

It is the policy of MV Partners Inc., dba Crowne Plaza San Diego to prohibit harassment of any employee by a supervisor, employee, client, vendor or visitor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the hotel or corporate office. It is to ensure that all MV Partners Inc. employees are free from harassment on the basis of sex or gender. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, request for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, posters, sending sexually explicit e-mail or voice mail, and other verbal or physical conduct of a sexual nature, such as uninvited touching or a sexual nature or sexually related comments. Depending on the circumstances, the conduct can also include sexual joking, vulgar or offensive conversations or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If someone's conduct offends you, you should not hesitate to tell that person and ask him or her to stop.

Anyone who feels that he or she has been subjected to conduct which violates this policy should immediately report the matter to his or her Supervisor. If you are unsure with whom to raise an issue of harassment, or if you have not received a satisfactory response within five (5) days after reporting any incident of what you perceive to be harassment, please immediately contact the corporate office. They will ensure that an investigation is immediately conducted. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary actions, up to and including discharge for any employee who violate this policy. In addition, MV Partners Ind., dba Crowne Plaza San Diego will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigation of such reports in accordance with this policy.

In addition, other forms of harassment on any basis (i.e., race, national origin, religion, age sexual preference, disability, veteran status, etc.) are covered by this statement and strictly prohibited by Crowne Plaza San Diego.

I have read and fully understand MV Partner's Inc. Sexual Harassment Policy. I have read and understand MV Partners Inc., dba Crowne Plaza's policy against any other form of harassment. I further acknowledge and agree to comply with the procedures for reporting a sexual harassment issue or harassment in any other form.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Employee Referral Information**

Name \_\_\_\_\_ Last Name \_\_\_\_\_ Position \_\_\_\_\_

Date Applied \_\_\_\_\_ Employee's Name \_\_\_\_\_

Referral Source: ( ) Advertisement (*Identify ad or publication*) \_\_\_\_\_

( ) On-line Sites (*Identify Web Site*) \_\_\_\_\_

( ) Walk In \_\_\_\_\_ ( ) Agency \_\_\_\_\_ ( ) CalJobs \_\_\_\_\_

( ) School / College (*Identify Campus Location*) \_\_\_\_\_

( ) Job Fair (*Identify Date & Location*) \_\_\_\_\_