



Application for Employment

For Company Use Only	
Work Location _____	Date _____
Position _____	
Employee No. _____	Rate _____
Social Security Number _____ - _____ - _____	

Equal Employment Opportunity Policy. It is the Company's policy to seek and employ the best qualified personnel in all its facilities and to provide equal opportunity for the advancement of employees, including upgrading, promotion and training, and to administer these activities in a manner which will not discriminate against any person because of race, color, religion, age, sex, ancestry, marital or veteran status, national origin or physical or mental disability or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business.

Date of Application _____ / _____ / _____

IMPORTANT: Please print neatly and complete all parts of this application where applicable. Incomplete applications will automatically disqualify you for employment.

Last Name	First Name	Middle Initial	Telephone Number () -	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No (Must be 21 to drive)	
Present Address No. and Street		City	State	Zip	Date Available

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? (Successful applicants will be required to provide proof of identity and eligibility for employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No	HAVE YOU WORKED FOR SHILO INNS, SHILO RESTAURANTS OR M.S. HEMSTREET PROPERTIES BEFORE? <input type="checkbox"/> Yes <input type="checkbox"/> No Where? _____ Year(s) _____
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RELATIVES/FRIENDS: Some positions may not be held by certain individuals in order to avoid the possibility of conflicts of interest. Qualified relatives/friends are eligible for employment except in those unusual situations (for example, where they would be placed in a supervisor-subordinate relationship). Do you have any relatives or friends (such as roommates) who are presently employed by us? If yes, please state his/her names
 Yes No Name(s) _____

DAYS AND HOURS: We have positions 24 hours per day, 7 days a week and need to know your availability (we will attempt to reasonably accommodate employees who require certain hours or days off because of religious beliefs or practices).
 Week Days Sat/Sun Eves/Nights

POSITION (S) APPLYING FOR	SALARY DESIRED	HOURS YOU SEEK TO WORK <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
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DRIVING QUESTIONS: Do not answer any questions in this area unless the box preceding the question has been "Xed", thereby indicating the information is required for an essential job function or legally permissible reason.

<input type="checkbox"/> How many traffic citations appear on your 5 year driving record? _____	<input type="checkbox"/> Have you been involved in an auto accident in the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Have you ever been convicted for reckless or negligent driving? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Has your driver's license been suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No

QUALIFICATIONS: Please list any education, training and/or specialized experience (such as schools; colleges; degrees; licenses; vocational, technical or military experience; hobbies; etc.) you feel would help you perform the work for which you are applying: Degrees, licenses, relevant education or training (please include dates). Where did you acquire it? (Name and address of school, program, military branch and specialty, etc.)

CURRENT/PREVIOUS EMPLOYMENT AND MILITARY SERVICE
Complete Employment history (with or without resume) including self-employment and U.S. Military Service. Attach explanation for any gap in employment history

List current/most recent employment. List all by month and year	Name and Location	Position	Salary	Reason for Leaving
1				
	To			
2				
	To			
3				
	To			
4				
	To			

CRIMINAL CONVICTIONS: Conviction of a crime is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence and the nature of the job for which you have applied will be considered. **DO NOT LIST** any convictions on application. Convictions to be discussed during interview process.

COMPANY STATEMENTS FOR APPLICANT SIGNATURE

1. I authorize the investigation of all matters which the Company deems relevant to my qualifications for employment, including all statements made in this application and in any attachments or supporting documents. I authorize you to request and receive such information and I release from all liability any persons (such as former supervisors) or employers supplying it. I also release you from all liability which might result from making the investigation,
2. I certify that the facts and information in the application and in any attachments or supporting documents are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, generally will result in denial of employment or immediate termination, regardless of when or how discovered.
3. I understand that I may be required to submit pre- or post-employment physical or other professional examinations, medical inquiries and/or urinalysis tests for the presence of drugs and/or alcohol. I agree to such examinations, inquires and/or testing at the Company's expenses. I authorize release of the results to the Company and their use to evaluate my suitability for employment. I also release the Company from all liability arising out of or connected with any examinations, inquiries and/or testing. Important: This means that wit very few exceptions – for example, properties located in states where it may not be lawful – Shilo employees will be required to submit to testing in several different circumstances. Ask to see a copy of our alcohol and drug policy if you have any questions.
4. An employee may resign or be terminated, without cause or notice, at any time unless otherwise stated in an employment contract. No company representatives other than an officer will ever have the authority to agree to any other terms and/or to enter into such contracts and that all such agreements for other terms of employment or contracts must be in writing and signed by both parties. Unless otherwise stated in an employment contract, the Company may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.
5. I understand and agree that should any dispute arise out if or be connected with my application for employment or Shilo's hiring practices, or should any dispute arise during any period of employment with Shilo, regardless of whether the dispute is based on some statutory, contract or other legal claim, it will be subject to Shilo's final and binding negotiation, mediation and arbitration policy. I hereby certify that I have received a copy of that policy and have read it or had the opportunity to do so prior to signing this application.
6. I have read all of the statements within the application. I have also reviewed all of the information I provided in this application and in any attachments or supporting documents.

Yes No Signature of Applicant _____ Date ____ / ____ / ____

Unsigned applications will not be processed.

FOR COMPANY USE ONLY

Interviewed by _____

Interview date(s) _____

References checked by _____

Reference date(s) _____

Interview remarks _____

Reference remarks _____

Criminal Convictions: Conviction of a crime is not an automatic bar to employment.

THE QUESTION: Have you ever been CONVICTED, pled GUILTY or NO CONTEST or FORFEITED BOND OR BAIL for any crime other than traffic violations? Yes No If yes, explain:

1 EMERGENCY NOTIFICATION: Employee's Spouse Relative Friend

Name	Address	City	State	Telephone
				() --

2 Enter data in right hand corner front page of this application.

3 Original W-4, I-9, Harassment/Discrimination form. Job Description, Negotiated Mediation/Arbitration form and Dress Code, copy of driver's license (if driving company vehicle) attached to employment application.

4 Prepare location employee file with copies of all documents and this application. *Do not copy driver's license for property file.*

FORWARD ALL COMPLETED AND "SIGNED" ORIGINALS TO PORTLAND PAYROLL DEPT.