

-Have you been convicted of a felony within the last 7 years? Yes No
Conviction will not automatically disqualify you from employment.
 If Yes, please explain:

-Have you ever been disciplined or discharged for absenteeism, tardiness, no-call/no-show or other attendance-related reasons? Yes No

-Consistent attendance and punctuality are essential requirements of every job with Hilton Guam Resort & Spa. Is there anything that would interfere with your regular attendance and punctuality on the job with Hilton Guam Resort & Spa?
 _____ YES _____ NO If Yes, Please Explain

-Have you ever been disciplined or discharged for the unauthorized removal/use of employer property or related reasons? Yes No

-Have you ever been disciplined or discharged for being under the influence of alcohol or drugs or for possession, use or abuse of drugs or alcohol? Yes No

-Have you ever been disciplined or discharged for insubordination? Yes No

-Have you ever been disciplined or discharged for violation of safety rules? Yes No

Education Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: Number of Years Completed (circle one) 1 2 3 4
 From: _____ To: _____

Diplomas _____ YES _____ NO G.E.D.: _____ YES _____ NO

School(s) _____ City/State/Country: _____

College and/or Vocational School: Number of Years Completed (circle one) 1 2 3 4
 From: _____ To: _____

School(s) : _____ City/State/Country: _____

Major: _____ **Degree(s) Earned:** _____

Other Training or Degree(s): _____

School(s): _____ City/State/Country: _____

Course(s): _____ Degree or Certificate Earned: _____

Language Abilities

Please tell us about the language(s) you speak, read and/or write.	SPOKEN			READ & WRITE		
	EXCELLENT	GOOD	FAIR	EXCELLENT	GOOD	FAIR
ENGLISH						
JAPANESE						
CHINESE						
KOREAN						
CHAMORRO						
TAGALOG						
MICRONESIAN LANGUAGES						
OTHER						

Professional, Business or Civic Club Memberships

(Please indicate length of involvement and any Offices held. You may exclude memberships that would reveal gender, race, religion, national origin, age, ancestry, disability of other protected status.)

Special Skills or Training

Computers	Type of Software	Trade or Apprentice Training
_____ Word Processing	_____	_____
_____ Database	_____	_____
_____ Spreadsheet	_____	_____
_____ Internet	_____	_____
_____ Other	_____	_____

Work Experience *(Start with your current or last job. Include any job-related military service assignments and volunteer activities. You may exclude any organizations that may indicate your race, color, religion, gender, national origin, disabilities or other protected status.)*

1. Organization _____ From ____/____/____ To ____/____/____
 Address _____ Start Pay _____ Last Pay _____
 _____ Job Title _____
 Telephone Number(s) _____ Work Performed _____
 Name of Supervisor _____ Reason for leaving _____

2. Organization _____ From ____/____/____ To ____/____/____
 Address _____ Start Pay _____ Last Pay _____
 _____ Job Title _____
 Telephone Number(s) _____ Work Performed _____
 Name of Supervisor _____ Reason for leaving _____

3. Organization _____ From ____/____/____ To ____/____/____
 Address _____ Start Pay _____ Last Pay _____
 _____ Job Title _____
 Telephone Number(s) _____ Work Performed _____
 Name of Supervisor _____ Reason for leaving _____

(If you need additional space, please ask for a continuation sheet)

References (Please list at least 3 references who are not relatives, previous employers or politicians)

1. _____ (Name)	() _____ (Telephone Number)
_____ (Organization/Address)	
2. _____ (Name)	() _____ (Telephone Number)
_____ (Organization/Address)	
3. _____ (Name)	() _____ (Telephone Number)
_____ (Organization/Address)	

Hilton Hotels will hold your data on file for a period of one (1) year for recruiting purposes and thereafter destroy your data. If you wish to gain access to your personal data or wish to find out more about the manner in which Hilton Hotels are treating your personal data, please contact us. Hilton may disclose your personal data as required by law or to any third parties for purposes related to recruitment.

Applicant's Acknowledgment

I certify that the information I have provided on this application form is true and complete to the best of my knowledge. I authorize investigation of all information contained in this application for employment that may be necessary in making any employment decision.

I acknowledge that employment with Hilton Guam Resort & Spa is of an "at will" nature. I understand that I may resign at any time without giving notice or reason and Hilton Guam Resort & Spa may release me at any time without giving me notice or reason. I further understand that this "at will" employment relationship may not be changed except unless specifically authorized in writing by the principal executive of Hilton Guam Resort & Spa.

I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, that if hired, I will be required to abide by all policies, rules and regulations of Hilton Guam Resort & Spa.

Signature of Applicant

Date

Authorization & Release of Liability

I authorize the Hilton Guam Resort & Spa to make an investigation of my personal, educational, financial or employment history and I authorize any former employer and any other person, firm, corporation, institution or government agency to provide Hilton Guam Resort & Spa any information they may have about me. In consideration of Hilton Guam Resort & Spa review of my application for employment, I release Hilton Guam Resort & Spa and all providers of information from any liability as a result of furnishing or receiving this information.

Signature of Applicant

Date

***PLEASE NOTE: POLICE AND COURT CLEARANCES ARE REQUIRED UPON SUBMISSION OF THIS APPLICATION. PLEASE BRING YOUR HIGH SCHOOL DIPLOMA OR EQUIVALENT.**



Employment Application (PLEASE PRINT)

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, marital or veteran status, or any other legally-protected status.

Date Received: _____ By HR Department

Position(s) Applying For:		
1st	2nd	3rd
Applying For: ___ FULL TIME ___ PART TIME ___ ON/CALL (CASUAL) ___ TEMPORARY		
Last Name	First Name	Middle Name
Mailing Address		
Telephone Number(s)	E-Mail address	Social Security Number

-How did you hear about our job opening(s)? _____

-Have you ever applied at the Hilton Guam Resort & Spa before? If Yes, please give date(s) _____

-Have you ever worked at the Hilton Guam Resort & Spa before? If Yes, please give dates(s) _____ and Job Title: _____

-Do you have any friends/relatives who work for our company? If yes, who and where do they work? _____

-Are you currently employed? YES [] NO []

-Are you currently on "lay-off" status subject to recall? [] []

-Are you at least 18 years of age? [] []
If no, can you provide proof of your eligibility to work? [] []

-Are you lawfully entitled to work in the U.S.? [] []

Proof of identity & employment eligibility will be required if you are hired

-Wage Expected: _____ When are you available to start work? _____

What hours are you available to work for our company? Note: Work schedules are based upon the needs of the business and may be subject to change on a weekly basis.

Sunday	<input type="checkbox"/> Anytime	<input type="checkbox"/> From	to	<input type="checkbox"/> Not Available
Monday	<input type="checkbox"/> Anytime	<input type="checkbox"/> From	to	<input type="checkbox"/> Not Available
Tuesday	<input type="checkbox"/> Anytime	<input type="checkbox"/> From	to	<input type="checkbox"/> Not Available
Wednesday	<input type="checkbox"/> Anytime	<input type="checkbox"/> From	to	<input type="checkbox"/> Not Available
Thursday	<input type="checkbox"/> Anytime	<input type="checkbox"/> From	to	<input type="checkbox"/> Not Available
Friday	<input type="checkbox"/> Anytime	<input type="checkbox"/> From	to	<input type="checkbox"/> Not Available
Saturday	<input type="checkbox"/> Anytime	<input type="checkbox"/> From	to	<input type="checkbox"/> Not Available