



AT WILL EMPLOYER

Hyatt Regency Guam is an "At Will" employer. Employment can be terminated either by yourself or the Hyatt Regency Guam with or without cause. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or any other protected group. Please advise us if any

EMPLOYMENT APPLICATION FORM

PLEASE TYPE OR PRINT CLEARLY

Application Date: _____

| | | |
|--|---|---|
| JOB APPLIED FOR | | |
| 1st Choice | 2nd Choice | 3rd Choice |
| Salary/Wage Desired | Date Available | Job Class Applying for <input type="checkbox"/> Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Temporary |
| Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No | Days & shifts you are available to work <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> SU <input type="checkbox"/> Daytime <input type="checkbox"/> Nighttime <input type="checkbox"/> Graveyard | Are you willing to work overtime as required? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| PERSONAL INFORMATION | | |
| First Name | Middle Initial | Last Name |
| | | Social Security Number |
| Mailing Address | PO Box / Street Address | City |
| | | State |
| | | Zip Code |
| Home Phone | Cell Phone | Email Address |
| WORK EXPERIENCE | | |
| <small>Kindly list all your work experience beginning with your current or most recent position. If additional space is needed, please attach an additional sheet.</small> | | |
| Company Name, Address and Phone Number | Dates Employed | From |
| | | To |
| | Starting Position | Starting Salary |
| | Last Position | Final Salary |
| | Immediate Supervisor | Reason for Leaving |
| Company Name, Address and Phone Number | Dates Employed | From |
| | | To |
| | Starting Position | Starting Salary |
| | Last Position | Final Salary |
| | Immediate Supervisor | Reason for Leaving |
| Company Name, Address and Phone Number | Dates Employed | From |
| | | To |
| | Starting Position | Starting Salary |
| | Last Position | Final Salary |
| | Immediate Supervisor | Reason for Leaving |

| EDUCATION | | | |
|---|----------------|--|---------------------------------|
| | Name of School | Did you graduate? | Major / License / Certification |
| College or University | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| High School | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Professional or Special Training | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Licenses / Certifications / Training / Other skills applicable to the job application | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| LANGUAGE | | | | | |
|----------|----------|--|----------|----------|--|
| ENGLISH | Writing | <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair | JAPANESE | Writing | <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair |
| | Reading | <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair | | Reading | <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair |
| | Speaking | <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair | | Speaking | <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair |
| KOREAN | Writing | <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair | OTHERS | Writing | <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair |
| | Reading | <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair | | Reading | <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair |
| | Speaking | <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair | | Speaking | <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair |

| RELATIVES OR FRIENDS EMPLOYED BY HYATT (Please complete if applicable) | | | |
|--|------------|--------------|---------|
| Name | Department | Relationship | Remarks |
| | | | |
| | | | |
| | | | |

| ADDITIONAL EMPLOYMENT HISTORY INQUIRIES |
|---|
| In order to permit a check of your work and education records, should we be made aware of any change in name or assumed name that you previously used? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify name(s) and relevant dates |
| If you have worked for Hyatt before, state where, when, final position, supervisor and reason for leaving. |
| Have you ever been dismissed or forced to resign from employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain |

| PERMISSION TO WORK |
|--|
| If offered a position with Hyatt Regency Guam, would you be able to provide document(s) to establish your identity? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If offered a position with Hyatt Regency Guam, would you be able to provide document(s) to establish your legal right to work in the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No |

| REFERRAL SOURCE |
|--|
| <input type="checkbox"/> Newspaper <input type="checkbox"/> Walk-in <input type="checkbox"/> Friends & Relatives <input type="checkbox"/> Community Organization |
| <input type="checkbox"/> Employee Referral _____ <input type="checkbox"/> Employment Agency: _____ <input type="checkbox"/> School / College: _____ |

CAREER OBJECTIVES

Why are you interested in working for Hyatt, and what are your career objectives?

DECLARATION

I hereby confirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize a thorough investigation of my past employment and activities to cooperate in such investigation, and release from all liability or responsibility all persons and corporations requesting or supplying information.

I hereby agree to submit to any lawful drug, integrity, or skill testing that may be required as condition of employment and understand that unless otherwise prohibited by law, refusal to submit to such testing during the course of employment may result in disciplinary action, up to and including termination. I further agree to submit to search of my person, package and bags, or of any locker or work area that may be assigned to me, and I hereby waive all claims for damages on account of such examination.

I understand that this application is valid for 90 days; I will reapply after that time if I am still interested in employment. I also understand that my employment is terminable-at-will and that this application is not, and is not intended to be, a contract for continued employment.

By submitting this form and any supporting documents, I confirm that I have read and agreed, to the use of the personal information I am giving you in accordance with your Global Privacy Policy for Employees, which is available at employeeprivacy.hyatt.com.

Signature

Date

Thank you for your interest in employment opportunities with Hyatt Regency Guam.

Please attach copies of the following: - Police Clearance
- Court Clearance, and
- Traffic Clearance (for Bell Attendant Applicants only)

All clearances submitted must be dated no more than six (6) months from the date of your submission of our employment application form. Should you be considered for a current vacancy as posted, you will be notified of the interview schedule by Human Resources.

CONFIDENTIAL VOLUNTARY QUESTIONNAIRE

As an equal opportunity employer and government contractor, we are obligated by Federal regulations to monitor our employment practices to ensure nondiscrimination, measure the effectiveness of our affirmative action program and produce required reports. To assist in this process, you are invited to complete this questionnaire which will be greatly appreciated.

You are NOT required by law to provide information requested. If you elect to provide the data, it will be detached from your application, be kept confidential, and used only in accordance with government regulations and Affirmative Action Policy. Refusal to provide this data will not adversely affect consideration for employment.

| | |
|---------------------|--|
| Race / Ethnic Group | <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White (Not Hispanic or Latino) <input type="checkbox"/> Black or African American (not Hispanic or Latino) <input type="checkbox"/> Asian (not Hispanic or Latino) <input type="checkbox"/> Native Hawaiian or other Pacific Islander (not Hispanic or Latino) <input type="checkbox"/> Two or more races (not Hispanic or Latino) |
| Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female |

VETERANS STATUS

1. Have you served on active duty during any war, campaign, or expedition for which a campaign badge was authorized? Yes No
2. Did you receive the Armed Forces Service Medal? Yes No
3. Are you a recently separated veteran (discharged or released from active duty within 3 years)? Yes No