

# The Inn at Gristmill Square

124 Old Mill Road  
Warm Springs, VA 24484  
540-839-2231  
www.gristmillsquare.com

## Personal Information

Name \_\_\_\_\_  
Last First MI

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address \_\_\_\_\_

## Employment Related Information

Applying for: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Wage Expected \_\_\_\_\_ Brief description of qualifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you work for The Inn at Gristmill Square before?  No  Yes Position: \_\_\_\_\_

Are you at least 16 years of age?  No  Yes **18 years**  No  Yes **21 years**  No  Yes

Which of the following employment status do you desire:

Full-time  Part-time  Temporary  Seasonal

Shifts:  Split  Day  Evening  Night  Weekday  Saturday  Sunday

If you are interested in seasonal work, what is your availability? Start \_\_\_\_\_ End \_\_\_\_\_

Are there any days and times that you are unavailable to work? \_\_\_\_\_

Do you have a lawful right to work in the U. S.?  Yes  No

Do you have any relatives who work for or conduct business with The Inn at Gristmill Square?  Yes  No

Name of Relatives: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime, felony or misdemeanor?  No  Yes Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where did you hear about the Inn at Gristmill Square's job openings?

School: \_\_\_\_\_  State Employment Agency

Newspaper: \_\_\_\_\_  Employee Referral: (name) \_\_\_\_\_

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## **Personal References** *(No relatives please)*

	Name	Occupation	Address	City	State	Zip	Phone Number
1.	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____

## **Employment Record**

*Please complete your employment history in detail, starting with your **present** or most recent employment. Use additional sheets, or enclose a resume, if necessary.*

May we contact your current employer? \_\_\_\_\_

***Name of Employer*** \_\_\_\_\_ Phone Number \_\_\_\_\_  
Employment Dates: Start \_\_\_\_\_ End \_\_\_\_\_ Rate of Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_  
Address \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Your Title and Duties \_\_\_\_\_

***Name of Employer*** \_\_\_\_\_ Phone Number \_\_\_\_\_  
Employment Dates: Start \_\_\_\_\_ End \_\_\_\_\_ Rate of Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_  
Address \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Your Title and Duties \_\_\_\_\_

***Name of Employer*** \_\_\_\_\_ Phone Number \_\_\_\_\_  
Employment Dates: Start \_\_\_\_\_ End \_\_\_\_\_ Rate of Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_  
Address \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Your Title and Duties \_\_\_\_\_

***Name of Employer*** \_\_\_\_\_ Phone Number \_\_\_\_\_  
Employment Dates: Start \_\_\_\_\_ End \_\_\_\_\_ Rate of Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_  
Address \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Your Title and Duties \_\_\_\_\_

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## Education and Skills

### Education

List below schools attended starting with high school

	<u>School</u>	<u>Address</u>	<u>Phone</u>	<u>Did you graduate?</u>	<u>Type of Diploma</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

### Skills

Typing: WPM \_\_\_\_\_

Computer Experience	Software	Years of Experience	Level (Beginner, Intermediate, Advanced)
Word Processing			
Spreadsheet			
Database			

Technical Skills	Type of Training	Years of Experience	Skill Level
Carpentry			
Electrical			
HVAC/R			
Painting			
Plumbing			
Culinary			
Other			

List any current Licenses/Certifications Held \_\_\_\_\_

If the position for which you have applied requires a valid driver's license, can you provide one?  Yes  No

### U.S. Military Service

Branch of Service \_\_\_\_\_ Current Status \_\_\_\_\_

Rank at Discharge \_\_\_\_\_

Duties \_\_\_\_\_

**Applicant Statement:** The facts set forth in my application are true and complete. I understand that if employed, false statements or omissions on this application shall be considered a falsification of records and sufficient cause for immediate dismissal regardless of when they are discovered. You are hereby authorized to make any investigation of my personal history, previous employment, financial and credit record through any investigative or credit agencies or bureaus of your choice.

In making this application for employment I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted. This inquiry, if made, may include information as to my character and general reputation. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and score of any such investigative report that is made.

Signature \_\_\_\_\_ Date \_\_\_\_\_

