

# APPLICATION FOR EMPLOYMENT

## Silver Cloud Inns & Hotels

*Equal Opportunity Employer*

Corporate Executive Offices  
103 118<sup>th</sup> Avenue SE Suite 300  
Bellevue, WA 98005  
425.637.9800  
www.silvercloud.com

### *Pre-Employment Drug Testing Required for all Positions*

#### Welcome to Silver Cloud Inns & Hotels

Thank you for applying at Silver Cloud Inns & Hotels (Silver Cloud). Before you complete this application, we want you to know a little bit about our company. We believe that each employee contributes directly to our growth and success and should take pride in being a member of our team.

Our employees are our most important assets as it is their positive attitude and dedication to serving our guests that sets us above the competition. Our goal is to provide the finest possible work environment and opportunity to all our employees. A Silver Cloud employee's most important job is to satisfy our guests as our simple management philosophy is to offer our guests "*Cleanliness and Friendliness*". Our reputation speaks of these two areas as to why our guests return again and again. Our goal is to provide excellent service to each of our guests and treat them as if they were in our own home.

#### How to complete this Application

1. Use a blue or black pen. Print neatly, so your answers are easy to read. If you need more space, attach an additional sheet of paper.
2. Answer all the questions completely. If you do not understand a question, ask the manager to explain it. You are not required to give information in response to a question prohibited by law.
3. Carefully read the information on the application. Once you have answered the questions and have read all the information, sign the application.
4. Return the completed application to the manager. Applications are effective for 60 days.

#### Equal Opportunity Employer

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Silver Cloud Inns & Hotels will be based on merit, qualifications and abilities. Silver Cloud does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, sexual preference or orientation, national origin, age, disability or any other characteristic protected by law. Silver Cloud will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Personal Information		
Full Name (First, Middle, Last)		e-mail address
Street Address		City, State, Zip
Home Phone Number (ten digits)	Work Phone Number (ten digits)	Cell Phone Number (ten digits)
Have you ever applied for, or worked for Silver Cloud Inns before? If yes, when and where. Yes No		Are you over the age of 18? Yes No
If hired, can you submit verification of your legal right to work in the U.S.? Yes No	Do you have adequate means of transportation to get to work on time each day or on short notice? Yes No	Have you, within the last 7 years, been convicted of any criminal offenses other than minor traffic violations? Yes No
Do you have any relatives employed by Silver Cloud Inns & Hotels? If yes, what are their names and relationships to you? Yes No		If yes, please attach a separate sheet of paper explaining detail of each conviction. A record does not disqualify you from employment.
Have you ever been terminated (except for reduction in force) or forced to resign? If yes, please explain. Yes No		How did you hear about us?
Do you use any form of tobacco products? Yes No		

Position Requested		
Position applied for	Date you can begin work	How many hours do you want to work each week?
Shifts you can work 1 <sup>st</sup> (7am to 3pm) _____ 2 <sup>nd</sup> (3pm to 11pm) _____ 3 <sup>rd</sup> (Audit - 11pm to 7am) _____ Other _____		
Can you work overtime when scheduled or requested? Yes No	Can you work weekends when scheduled or requested? Yes No	Salary expectation

Education				
Name	City, State	Number of Years	GPA	Degree/Diploma
High School				
College				
Other				

Employment History		
Fill out for Current or most Recent Employer		
Name	Address	Dates Employed
Position & Duties	Supervisor Name & Phone	Reason for leaving and ending wage
Previous Employer		
Name	Address	Dates Employed
Position & Duties	Supervisor Name & Phone	Reason for leaving and ending wage
Previous Employer		
Name	Address	Dates Employed
Position & Duties	Supervisor Name & Phone	Reason for leaving and ending wage
Previous Employer		
Name	Address	Dates Employed
Position & Duties	Supervisor Name & Phone	Reason for leaving and ending wage

References		
List three school, work or personal references. Do not list people who are related to you.		
Reference 1		
Name	Phone	How long have you known this person?
Relationship to you	Type of reference and/or notes	
Reference 2		
Name	Phone	How long have you known this person?
Relationship to you	Type of reference and/or notes	
Reference 3		
Name	Phone	How long have you known this person?
Relationship to you	Type of reference and/or notes	

Notes or Comments

**Applicant's Statements**

READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID.

1. The information I am presenting in this application is complete, true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission could result in the denial of my application, withdrawal of any offer of employment, or immediate discharge at any time.
2. I authorize Silver Cloud Inns & Hotels and it's representatives to conduct investigations of my prior employment history, education, criminal offense information and references to obtain additional information related to the information given by me in this application. I hereby request, release and consent to the release and disclosure of such information. I further release and hold harmless Silver Cloud Inns & Hotels, their officers, employees and agents against any liability that might result from any such investigations.
3. I understand that Silver Cloud Inns & Hotels promotes a drug-free working environment and that any offer of employment is conditioned upon me undergoing and passing a pre-employment drug test, subject to applicable federal, state, and local laws
4. I understand and agree that if I am offered employment by Silver Cloud Inns & Hotels, my employment will be for no definite term. Employment at Silver Cloud Inns & Hotels is at-will, which means that either I or Silver Cloud Inns & Hotels will have the right to terminate the employment relationship at any time, with or without cause, and with or without notice. I also understand that no representative or agent of Silver Cloud Inns & Hotels, other than the Chief Executive Officer, and then only in writing, has any authority to alter this status or enter into any agreement of employment.
5. If offered employment, I agree to conform to the rules and regulations of Silver Cloud Inns & Hotels.

Applicant's Signature	Date
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**Preparer and/or Translator Certification** (to be signed if application is prepared by a person other than the employee)

I attest, under penalty of perjury, that I have assisted in the completion of this application and that to the best of my knowledge that the information presented is true and correct.

Preparer's /Translator's Signature	Date
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