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**An Equal Opportunity Employer**

Notice to Applicant:

We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in a position that best meets your qualifications and our needs.

\*\*\*\*

Date: \_\_\_\_\_

Position desired: 1.) \_\_\_\_\_ 2.) \_\_\_\_\_ 3.) \_\_\_\_\_

Are you interested in: Full Time \_\_\_\_\_, Part Time \_\_\_\_\_ or Seasonal Employment \_\_\_\_\_?

For Seasonal Employment: Please state the dates you are available \_\_\_\_\_

Please state the days of the week and the time of day you are available to work \_\_\_\_\_

When would you be available to start work? \_\_\_\_\_

Name: \_\_\_\_\_ Maiden Name/Previous Names \_\_\_\_\_

Current Physical Address: \_\_\_\_\_  
 (Street - Apt/Unit) (City) (State) (Zip)

Current Mailing Address: \_\_\_\_\_  
 (Street / PO Box) (City) (State) (Zip)

Current Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Were you previously employed by us? \_\_\_\_\_ If YES, when/position \_\_\_\_\_

Are you 18 Years of Age or Older? Yes \_\_\_ No \_\_\_ Are you Legally Able to Work in the US? Yes \_\_\_ No \_\_\_

Are you a Military Veteran? Yes \_\_\_ No \_\_\_ If Yes, Dates of Duty \_\_\_\_\_

**RECORD OF EDUCATION**

High School Name: \_\_\_\_\_ Years Completed: \_\_\_\_\_ Diploma? \_\_\_\_\_

Career & Technical School: \_\_\_\_\_ Years Completed: \_\_\_\_\_  
 Areas of Concentration \_\_\_\_\_ Diploma/Certificate? \_\_\_\_\_

College/University: \_\_\_\_\_ Years Completed: \_\_\_\_\_  
 Areas of Concentration \_\_\_\_\_ Degree? \_\_\_\_\_

Graduate/Professional School: \_\_\_\_\_ Years Completed: \_\_\_\_\_  
 Areas of Concentration \_\_\_\_\_ Degree? \_\_\_\_\_

Describe specialized training, endorsements, skills and extra-curricular activities:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**RECORD OF EMPLOYMENT**

Please list the names of your previous employers in chronological order with present or last employer listed first. *Be sure to account for all periods of time*, including military service and any period of unemployment. If self-employed, give firm name and supply business references. While we welcome your resume, it is required that all applicants complete this record of previous employment.

**PRESENT/LAST EMPLOYER**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Starting Pay \$ \_\_\_\_\_ Ending Pay \$ \_\_\_\_\_

Employed \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact this employer for reference? Yes \_\_\_ No \_\_\_ If NO, please explain: \_\_\_\_\_

**PREVIOUS EMPLOYER**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Starting Pay \$ \_\_\_\_\_ Ending Pay \$ \_\_\_\_\_

Employed \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact this employer for reference? Yes \_\_\_ No \_\_\_ If NO, please explain: \_\_\_\_\_

**PREVIOUS EMPLOYER**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Starting Pay \$ \_\_\_\_\_ Ending Pay \$ \_\_\_\_\_

Employed \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact this employer for reference? Yes \_\_\_ No \_\_\_ If NO, please explain: \_\_\_\_\_

Have you ever been terminated or asked to resign from any job? Yes \_\_\_ No \_\_\_ If YES, please explain the circumstances: \_\_\_\_\_

Please explain fully any gaps in your employment history:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**PERSONAL DATA**

Are there any experiences, skills or qualifications which you feel would especially fit you for work with our organization?

(If you need more space, please use the back of this page.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a valid driver's license? Yes\_\_ No\_\_ License # \_\_\_\_\_ State\_\_ : Expiration Date: \_\_ / \_\_ / \_\_

Do you have a valid commercial driver's license? Yes\_\_ No\_\_ If YES, what classification? \_\_\_\_\_

Have you been cited for a traffic violation of any kind within the last five years? Yes\_\_ No\_\_

If YES, please give dates and details: \_\_\_\_\_

*(Please Note: If you are hired for a position involving the operation of Company vehicles, boats or machines, the Company may request a copy of your driving record from the Department of Motor Vehicles before hire or at any point subsequent to hire.)*

Have you ever plead guilty to or 'no contest' to or been convicted of a crime (other than as a juvenile)? Yes\_\_\_\_\_ No\_\_\_\_\_

If YES, please give dates and details of each incident: \_\_\_\_\_

*Note: Answering "yes" to this question does not constitute an automatic bar to employment.*

**APPLICANT'S STATEMENT**

I understand that this application will be given every consideration, but it is not a promise of employment. I understand that the Company reserves the right to require me to submit to a medical examination, including a drug/alcohol test, prior to employment and at any time during my employment, to the extent permitted by law. I understand that the Company may investigate my driving record and my criminal record and that a general inquiry, if made may include data as to my character, general reputation, personal characteristics, and mode of living. I further understand that the Company may contact my previous employers and I authorize those employers to disclose to the Company all records pertinent to my employment with them. I hereby fully waive any claim or rights I have or may have against my former employers, their agents, employees, and representatives, as well as other individuals who release information to the Company, and release them from any and all liability, claims or damages that may directly or indirectly result from the use, disclosure or release of such information by any person or party, whether such information is favorable or unfavorable to me. In addition to authorizing release of any information regarding my employment, I hereby fully waive any claims or rights I have or may have against the Company for obtaining such records and information. I hereby state that all the information that I provide on this application and in any interview, is true and accurate. I understand that if I am employed and any such information is later found to be false in any respect, I may be dismissed.

**EQUAL OPPORTUNITY POLICY STATEMENT**

Avery Inns of Vermont, Inc. has always been an equal employment opportunity employer. Decisions regarding my employment are designed to impose only valid requirements for promotions and ensure equal employment opportunity in all aspects of employment. The employment philosophy of the Corporation stresses the need to employ and promote the best qualified person to a job. To accomplish this the Corporation provides for equal employment opportunity without regard to race, color, religion, sex, national origin, age, ancestry, place of birth, ethnicity or sexual orientation and to qualified individuals with disabilities in connection with hiring, placement, up-grading, transfer or demotion, recruiting, advertising, or solicitation, compensation, training, lay-off or termination, participation in social or recreational functions, and use of employee facilities. Periodic analysis of all personnel actions will be conducted to ensure equal employment opportunity. Breach of this policy by any employee will be grounds for disciplinary action. Adherence to this philosophy is a function and responsibility of all employees. Avery Inns of Vermont, Inc. has resolved and pledged to promise this program in all of its departments.

***Do Not Sign Until You Have Read Both Above Statements.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

