



Larchwood Inns
2845 N. 15th Street
Grand Junction, CO 81506
970-245-0022 Office
970-257-4715 Fax

Employment Application

PERSONAL INFORMATION

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Phone: _____ Email: _____

Are you lawfully authorized to be employed in the United States? Yes No (Proof will be required upon employment)

Are you 18 or older? Yes No

Have you previously applied to or worked for Larchwood? Yes No If yes, when? _____

How did you hear about Larchwood Inns? If an employee referred you, please provide name. _____

POSITION

Position(s) Applied For: _____

I meet all required educational, experience and certification/license qualifications of the job. Yes ___ No ___.
If "No" what qualifications do you lack? _____

I reviewed the essential job functions (see attached) and state that I can perform these functions with or without reasonable accommodation. Yes ___ No ___. Complete any attachment regarding essential physical functions of the job.

Date Available: _____ Salary Desired: _____

Able to work: Days Nights Weekends Full Time Part Time As needed (PRN)

EDUCATION

High School: _____ Location: _____

Number of Years Attended: _____ Did you have a High School Diploma or GED Yes No

College: _____ Location: _____

Number of Years Attended: _____ Degree Received: _____

Other: _____ Location: _____

Number of Years Attended: _____ Degree Received: _____

PREVIOUS EMPLOYMENT

Company: _____ Job Title: _____
Address: _____ Salary: _____
Work Phone: _____ Supervisor: _____
Job Duties: _____ Dates Employed: _____
Reason for Leaving: _____ May we contact for reference? Yes No

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REFERENCES

Provide information for three (3) persons **not related to you**, whom you have known for at least three (3) years, whom we can contact.

Name	Address, Phone, Email	Occupation	Years Acquainted
1			
2			
3			

PLEASE READ THE FOLLOWING PARAGRAPH BEFORE SIGNING THIS APPLICATION

I certify that the information in this application is correct to the best of my knowledge. I understand that any misrepresentation of information by statement or omission will result in disqualification or, if already hired, dismissal from employment, no matter when the misrepresentation is discovered. I authorize Larchwood Inns to contact my references,

investigate my employment history, education, criminal record, and if applicable, driving record, and to obtain a consumer report regarding me. I agree to assist Larchwood Inns in obtaining background information on me by signing any authorization/release forms necessary to obtain such information. I will submit to and pass any drug test required by Larchwood Inns as a condition of employment. **All employment with Larchwood Inns is at-will, meaning that employment with Larchwood Inns may be terminated, with or without cause, and with or without prior notice, at any time, at the option of either me or Larchwood Inns.** I understand that no supervisor or manager has the authority to enter into an agreement for employment that waives Larchwood Inns' right to terminate employment at will. I understand that Larchwood Inns has policies and procedures that I must follow, if hired. I understand that Larchwood Inns reserves the right to change its policies and procedures, including personnel policies and employee benefits at any time without approval by employees, and that these changes are accepted by continuing my employment with Larchwood Inns. I certify that I am submitting this application because of a good faith desire for employment with Employer. If offered employment, I will consider the offer, and if I accept, I will fulfill the requirements of the job to the best of my ability.

Date _____

Signature _____