

Were you in the U.S. Armed Forces? Yes No If yes, what Branch? _____

Are you currently in the Armed Forces / Reserves? Yes No

PRIOR WORK RECORD (Start with the most recent or present employer) Go back 10 years or until blanks are complete.

1. Name, Address & Phone of Most Recent Employer		Telephone No.	
Immediate Supervisor (Name & Position)		Date Hired	Starting Rate
Your Job Title & Duties		Date Left	Last Rate
Reason for Leaving			

2. Name, Address & Phone of Most Recent Employer		Telephone No.	
Immediate Supervisor (Name & Position)		Date Hired	Starting Rate
Your Job Title & Duties		Date Left	Last Rate
Reason for Leaving			

3. Name, Address & Phone of Most Recent Employer		Telephone No.	
Immediate Supervisor (Name & Position)		Date Hired	Starting Rate
Your Job Title & Duties		Date Left	Last Rate
Reason for Leaving			

4. Name, Address & Phone of Most Recent Employer		Telephone No.	
Immediate Supervisor (Name & Position)		Date Hired	Starting Rate
Your Job Title & Duties		Date Left	Last Rate
Reason for Leaving			

May we contact the employers listed above? Yes No If not, indicate by Number which one(s) you do not wish us to contact _____

REFERENCES (Do not list relatives or former employers)

Name: _____ Address: _____ Occupation: _____

Name: _____ Address: _____ Occupation: _____

THIS APPLICATION WILL BE HELD IN AN ACTIVE FILE FOR 30 DAYS.

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal of application or employment. You are hereby authorized to make any investigation of my personal history and 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 includes information as to my character, general reputation personal characteristics and mode of living. 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 scope of this investigative consumer report.

I authorize the use of any information in this application to verify my statements, and I authorize the past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I understand that if I am employed that I will be an at-will employee, who can terminate my employment or be terminated at any time for any reason. I also agree not to disclose any confidential information at any time.

SIGNATURE: _____

DATE: _____



The Colony Beach & Tennis Resort
PRE SCREENING QUESTIONNAIRE

Name: _____

Were you referred by a Colony employee? YES NO If so, by who? _____

How did you hear about the Colony? Newspaper: circle one Sarasota / Bradenton, Reputation
 Friend Internet Other: _____

If you are extended a conditional offer of employment, you will be required to **pass a drug test** and The Colony will conduct a **Criminal Background check** (which will include an arrest record) as well as **verify your past employment**. Are there any issues you would like to discuss confidentially?

RESPONSE: YES NO COMMENT: _____

Are you available to work weekends? YES NO COMMENT: _____

Are you available to work holidays? YES NO COMMENT: _____

Is there any time or day you cannot work? YES NO If no, what: _____

Are you willing to work overtime if necessary? YES NO COMMENT: _____

All of the employees who work at the Colony must conform to a specific dress code. This does not just include uniforms or styles of clothing, but also things like length of hair & hair styles . . . for example, beards and excessive jewelry are not allowed. Would you like to review our dress code/ policy before we accept your application?

RESPONSE: YES NO COMMENT: _____

If you are hired, are you willing to conform to this dress code the first day of work?

RESPONSE: YES NO COMMENT: _____

Because ALL of our employee's must have the ability to speak to our guests, we require our Non-English speaking employees, to learn approximately 90 words that you will have to be able to speak in English. Would you be willing to learn these words?

RESPONSE: YES NO COMMENT: _____

IF APPLICABLE TO THE JOB YOU ARE APPLYING FOR PLEASE ANSWER THE FOLLOWING QUESTION:

What software do you know?

Word Excel Windows Other: _____

Indicate your level of knowledge:

1 = Beginner 2 = Basic 3 = Intermediate 4 = Proficient 5 = Advanced