

GUEST HOUSE
RETREAT & CONFERENCE CENTER
318 West Main Street
Chester, CT 06412

860-322-5770 – Phone
860-322-5744 – Fax
www.guesthousecenter.org

APPLICATION FOR EMPLOYMENT

Ten Directions, Inc., dba Guest House, is an equal opportunity employer committed to maintaining a diverse, mission-driven workforce. Guest House will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship status, military service status, or any other basis protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. In addition, Guest House will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. All information in this application will be treated confidentially.

How did you find out about Guest House?

- Guest House website
 Internet job site
 Employee referral
 Newspaper ad
 Other (Name of Source)

Type of employment desired: Part time Full time
 (Select all that apply)

PERSONAL

Position applied for:			Date:
Last Name:	First Name:	Middle Initial:	Last 4 Digits Social Security #:
Street Address:			Cell Phone:
City:	State:	Zip:	Home Phone:
E-Mail Address:			Business Phone:
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, Month & Year:
If hired, will you be able to furnish proof that you are eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Available to Work:			Minimum Salary Requirement \$ / hour or \$ / year

EMPLOYMENT HISTORY

Please list your three most recent employers, assignments, or volunteer activities. Please attach any explanations for gaps in employment.

Employer _____	Telephone _____	Dates Employed From: _____
Address _____	Email _____	To: _____
Job Title/Duties _____		

Immediate Supervisor (Name and Title) _____		May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Reason for Leaving _____		

Employer _____	Telephone _____	Dates Employed From: _____
Address _____	Email _____	To: _____
Job Title/Duties _____		

Immediate Supervisor (Name and Title) _____		May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Reason for Leaving _____		

Employer _____	Telephone _____	Dates Employed From: _____
Address _____	Email _____	To: _____
Job Title/Duties _____		

Immediate Supervisor (Name and Title) _____		May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Reason for Leaving _____		

MILITARY SERVICE

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

EDUCATIONAL BACKGROUND

	Name & City/State	# of Years Attended	Graduated	Degree Received	Course/Major
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Post-Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business, Trade or Other			<input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYMENT REFERENCES

Please list three names and telephone numbers of business/work references. These references should be professional references. Please do not list personal friends or relatives:

Name/Title	Telephone/Email	Relationship

Please attach résumé. List any special accomplishments, awards, or other relevant information relating to the position that you're applying for that you would like for us to consider.

Please read carefully before signing:

I understand that this employment application and any other Ten Directions, Inc./Guest House documents are not contracts of employment and that any individual who is hired may voluntarily leave employment and may be terminated at any time and for any legal reason. I understand that Ten Directions, Inc./Guest House is an at-will employer and maintains the right to terminate the employment relationship with any employee at any time with or without advance notice and with or without cause as is consistent with the principles of employment-at-will law in Connecticut. I further understand that Ten Directions, Inc./Guest House can change its rules, policies, wages and benefits at any time, with or without advance notice.

The information I have provided on this application (and on the attached or previously emailed resume, if applicable) is accurate and complete to the best of my knowledge and subject to validation by Ten Directions, Inc./Guest House. Any withholding of information or making false or misleading statements or omission on this application may result in rejection of employment, or if employed, termination of employment. Unless noted otherwise, I authorize the organizations, schools, or persons named in this application, to give Ten Directions, Inc./Guest House any information it requests regarding my employment or academic history. I hereby release those organizations, schools, or persons from any liability for any damage whatsoever as a result of issuing this information.

In the event an offer of employment is made, the offer will be subject to my providing documentation proving identity and eligibility for employment in the United States as required by the Immigration Reform and Control Act of 1986.

Applicant Signature*

Date

Print Name

*If you are submitting this application electronically, completion of the 'Applicant Signature' box shall constitute your understanding of, and agreement to, the terms and conditions of this application.