



Today's Date: _____

Equal Opportunity / Affirmative Action Employer

.....
4265 45th Street S, Ste 200 | Fargo, ND 58104 | (701) 281-9500 / (701) 356-8888
.....

Employment Application

.....

Position Applying For: _____

Referral Source: Forum Employee Relative Agency Walk-In Other Ad

Personal Information: _____
(First Name) (MI) (Last Name)

Address: _____

(City) (State) (Zip)

Home Phone: () _____ - _____ Cell Phone: () _____ - _____

1. If you are under 18, can you furnish a work permit? Yes No
2. Have you ever been employed here before? Yes No
3. If yes, give dates of employment: From ____/____/____ To ____/____/____
4. Date available for work: ____/____/____
5. Type of employment desired: Full time Part time Seasonal
6. Salary requirements: _____
7. Circle days you are available to work: Mon Tues Wed Thurs Fri Sat Sun
Hours from ____: ____ am pm to ____: ____ am pm
8. Are you legally eligible for employment in this country? Yes No
(proof of US Citizenship or immigration status will be required upon employment)
9. Have you ever been convicted of a felony? Yes No
(such conviction may be relevant if job related, but does not bar you from employment)
If yes, please explain _____

Employment History - List your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience.

Employer: _____

Address: _____

Start Date: ____/____/____ (mo. & yr.) End Date: ____/____/____ (mo. & yr.)

Start Salary: _____ End Salary: _____

Job Title / Duties: _____

Supervisors Name and Telephone No. _____

Reason for leaving: _____

Employer: _____

Address: _____

Start Date: ____/____/____ (mo. & yr.) End Date: ____/____/____ (mo. & yr.)

Start Salary: _____ End Salary: _____

Job Title / Duties: _____

Supervisors Name and Telephone No. _____

Reason for leaving: _____

Employer: _____

Address: _____

Start Date: ____/____/____ (mo. & yr.) End Date: ____/____/____ (mo. & yr.)

Start Salary: _____ End Salary: _____

Job Title / Duties: _____

Supervisors Name and Telephone No. _____

Reason for leaving: _____

Comments (including explanation of any gaps in employment) _____

Educational Background:

Name & Location	Yrs. Completed	Did you Graduate	Course of Study

Skills and Qualifications: Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our Company.

References: - List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known

I certify that the statements I have made on this application are true and correct and without material omission. I authorize all persons, schools, companies, credit bureaus, law enforcement agencies and others to supply any information concerning my background and I hereby release such persons or entities from all liability for damages for issuing such information. Any false or misleading information given herein may render this application void or if I am employed could cause termination.

Signature of Applicant _____ Date ____ / ____ / ____

FOR EMPLOYER USE ONLY:

Arrange Interview: Yes No

Date: _____ Time: _____ Place: _____

Remarks: _____

Interview Results: _____

Reference Check: Yes No Results: _____

**Affirmative Action Program Applicant Self-Identification
Voluntary Information Form**

Paces Lodging Corporation is an Equal Opportunity Employer. As required by law, we must record certain information to be made a part of our Affirmative Action Program.

Applicants for employment are also invited to participate in the Affirmative Action Program by reporting their status as handicapped, disabled veteran, veteran of the Vietnam era or other minority. In extending this invitation you are also advised that: (a) workers (applicants) are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will be used only for the necessary information to include in our Affirmative Action Program. We are a company that values diversity. We actively encourage women and minorities to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Please complete the information requested below. Thank you for your cooperation.

Section 1: General Applicant Information

Name	Date
	/ /
Position applied for	

Section 2: Please check (4) all that apply (See reverse for definitions)

Race / Ethnic Identity	Gender	**Veteran Status
<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White (not Hispanic or Latino) <input type="checkbox"/> Black or African American (not Hispanic or Latino) <input type="checkbox"/> Native Hawaiian or Pacific Islander (not Hispanic or Latino) <input type="checkbox"/> Asian (not Hispanic or Latino) <input type="checkbox"/> American Indian or Alaskan Native (not	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Special Disabled Veteran <input type="checkbox"/> Other Eligible Veteran **Other <input type="checkbox"/> Individual with Disabilities
I do not wish to Self-Identify Signature _____		
How did you hear of our opening?		
<input type="checkbox"/> Current Employee <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Recruiter <input type="checkbox"/> Other - Explain Below:		
For Human Resources Use Only:	Requisition #	Job Group

According to 41 CFR 60-250.42, there are only two circumstances under which an employer may ask applicants who are Special Disabled Veterans to self-identify on a pre-offer basis;

1) The invitation is made when the contractor actually is undertaking affirmative action for special disabled veterans at the pre-offer stage; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for special disabled veterans.]

EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino)

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino)

A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino)

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino)

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino)

All persons who identify with more than one of the above five races.

Individual with Disabilities

Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s).

Special Disabled Veteran

Defined as a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (i) rated at 30% or more, or (ii) rated at 10 or 20% in the case of a veteran who has been determined under Section 1506 to have a serious employment disability, or a person who was discharged from active duty because of a service-connected disability.

Veteran of the Vietnam Era

Defined as a veteran who (a) served on active duty in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (b) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released there from with other than a dishonorable discharge, or (c) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed between August 5, 1964 and May 7, 1975

Other Eligible Veteran

Defined as any veteran who served in a "war" declared by Congress, in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded.