



Sincerity

Enthusiasm

Accountability

Respect

Creativity

Honesty

**EMPLOYMENT APPLICATION**

**2223 Alaskan Way Suite 200, Pier 66, Seattle, WA 98121**  
**Phone: 206/239-1800 Fax: 206/239-1801, <http://www.columbiahospitality.com>**

**Thank you for applying at Columbia Hospitality, Inc. We are a team of enthusiastic individuals who create raving fans (internally and externally) every day. We appreciate your interest in joining us.**

Last Name	First Name	Middle Name	Date of Application
If any of your educational or employment records are under any name(s) other than that shown above, please provide the name(s) under which these records may be located:			
Street Address	City	State	Zip/Postal Code
Phone	Email Address		
Are you at least 18 years of age or older?			
Were you previously employed by Columbia Hospitality Inc? If "Yes," please give dates of employment and location(s)			
Have you previously applied for employment to Columbia Hospitality Inc? If "Yes", please give date(s) and location(s)			
Are you legally authorized to work in the country to which you are applying? (Candidates for employment in the United States, in compliance with federal law, will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire).			
Please identify any relatives or friends currently employed by Columbia Hospitality Inc, indicating job title and place of employment.			

Positions Applying For:	Are you available to travel?
How did you learn about this employment opportunity?	Are you available for overtime?
Employment Status Desired (Check all that apply): <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	
Are you employed now? If so, Date available (MM/DD/YYYY)	Salary/Wages Desired

School Name	Location of School	Course of Study	Years Completed	Did you Graduate?	Type of Diploma or Degree
High School					
College or University					
College or University					
Training in Specialty Areas	Location of Training Program				
Describe any other education, training, skills, language proficiencies, or certificates you possess which are relevant to the position for which you have applied:				Do you hold professional licensure/certification?	



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List all methods, techniques, equipment and computer software applications with which you are proficient and which are relevant to the job for which you have applied:

Starting with current or most recent, list all employers past and present. Include self-employment and summer and part-time jobs.

Current or Most Recent Employer	Company Name		Telephone	Type of Business
	Street Address	City	State	Zip/Postal Code
	May We Contact?		Employed	
	Base Pay (annual):		Start \$	Last \$
	Other Compensation (Shift Premium, Bonus): \$ per			
	Name and Title of Immediate Supervisor		Date Hired	Date Separated
	Reason for Leaving			
	State Current/Last Job Title and Describe Your Work:			
2nd Previous Employer	Company Name		Telephone	Type of Business
	Street Address	City	State	Zip/Postal Code
	May We Contact?		Employed	
	Base Pay (annual):		Start \$	Last \$
	Other Compensation (Shift Premium, Bonus): \$ per			
	Name and Title of Immediate Supervisor		Date Hired	Date Separated
	Reason for Leaving			
	State Current/Last Job Title and Describe Your Work:			





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**HAVE YOU SINCE YOUR 18TH BIRTHDAY EVER BEEN CONVICTED OR PLED GUILTY TO ANY FELONY OR MISDEMEANOR OTHER THAN FOR A MINOR TRAFFIC VIOLATION?**

When completing this section, do not disclose information regarding convictions that have been judicially sealed, expunged, eradicated, impounded, or dismissed. Do not disclose information regarding juvenile court convictions or minor traffic violations. A conviction record does not automatically bar you from employment. All of the job-related circumstances surrounding convictions will be considered.

1. FELONY:
2. MISDEMEANOR:
3. DO YOU CURRENTLY HAVE CHARGES PENDING?
4. ARE YOU CURRENTLY ON PROBATION?
5. IF YOU ANSWERED YES TO ANY OF THE QUESTIONS ABOVE, PLEASE EXPLAIN BELOW

If yes, list dates, location (city, state & county), violation(s) and outcome below  
(Includes all criminal laws i.e. petty misdemeanors, misdemeanors, gross misdemeanors, felonies, ordinance violations, DWI/DUI/BW, etc.)

Charge Type: (Felony/Misdemeanor)	Date(s)	Location (City, State, Country)	Violation(s) and Outcome

**DISCLOSURE AND AUTHORIZATION**

Columbia Hospitality, Inc. (the "Company") will procure a consumer report and/or investigative consumer report on you in connection with your employment application. Intelius, a consumer-reporting agency, will obtain the report for the Company. Intelius is located at 500 108<sup>th</sup> Avenue NE, Suite 1660, Bellevue, WA 98004, and can be reached at (425) 974-6100.

The report may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: credit reports, social security number verification, criminal records checks, public court records checks, driving records checks, educational records checks, verification of employment positions held, personal and professional references checks, licensing and certification checks, etc. The information contained in the report will be obtained from private and/or public record sources, including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

The nature and scope of any investigative consumer reports that may be requested is explained above. You are nonetheless entitled to request more information about the nature and scope of such reports by submitting a written request to **Human Resources, Columbia Hospitality, 2223 Alaskan Way, Seattle, WA 98121**.

The Company is furnishing you with a summary of your rights under the Fair Credit Reporting Act in a form prescribed by the Federal Trade Commission.

**AUTHORIZATION**

I have carefully read and understand this notice and authorization form. By my signature below, I consent to the release of consumer and/or investigative consumer reports to the Company.

Employee Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Other names you are known by (maiden name, etc.) \_\_\_\_\_

Present Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License Number (if needed for position) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_