



DAVENPORT  
HOTELS

AUTOGRAPH COLLECTION<sup>®</sup>  
HOTELS

# Employment Application

Davenport Hotels is an Equal Opportunity Employer  
and a Drug and Alcohol Free Environment

Mail completed application to:  
Human Resources Department  
Davenport Hotels, 111 S. Post Street, Spokane, WA 99201  
or email completed application to: [hr@thedavenporthotel.com](mailto:hr@thedavenporthotel.com)

Davenport Hotels complies with the law regarding reasonable accommodation for disabled Associates. Applicants requiring reasonable accommodation in order to participate in the interview process are requested to contact the Human Resources Department in order to arrange such accommodation. 800.899.1482

Last Name First Middle

Street Address City, State, Zip Phone Email

Position Desired – First Choice Position Desired – Second Choice Wage/Salary Range

## AVAILABILITY

Status desired  Full Time  Part Time  On-Call  Temporary/Seasonal  
Shift preferred  Day  Mid-Day  Evening  Overnight Are you available to work weekends?  Yes  No  
Do you have a relative working here?  Yes  No If Yes, who? \_\_\_\_\_  
Have you ever worked here before?  Yes  No If Yes, dates of employment? \_\_\_\_\_  
Have you applied here before?  Yes  No If Yes, when? \_\_\_\_\_  
Is your transportation reliable to meet work schedule requirements?  Yes  No  
Are you willing to work overtime?  Yes  No  
Are you: of legal age (21) to pour alcohol?  Yes  No of legal age (18) to serve alcohol?  Yes  No

## WORK HISTORY – Begin with present employment

Employer Address Phone

Position Held Manager Start/End Date Wage/Salary

Reason for leaving? Please explain May we contact them?  Yes  No

Employer Address Phone

Position Held Manager Start/End Date Wage/Salary

Reason for leaving? Please explain May we contact them?  Yes  No

Employer Address Phone

Position Held Manager Start/End Date Wage/Salary

Reason for leaving? Please explain May we contact them?  Yes  No

## SKILLS, KNOWLEDGE AND ABILITIES

Highest grade completed  1  2  3  4  5  6  7  8  9  10  11  12 College  1  2  3  4  +

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Degrees, certificates, licenses held

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Other training or trade schools

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List any other skills, knowledge or abilities

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Which computer programs or applications can you operate?

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Other than English, which languages can you speak fluently?

If you are applying for a position that requires you to drive, do you have a valid driver's license?  Yes  No

Are you able to perform the essential functions of the job for which you have applied with or without reasonable accommodation?  Yes  No

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## OTHER

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How did you hear about employment opportunities with us?

Do you have the legal right to work in the United States?  Yes  No

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We are an equal opportunity employer and do not discriminate in hiring or employment, in accordance with the requirements of all applicable state and federal laws, on the basis of race, color, creed, sex, national origin, age, physical or mental disability, sexual orientation or marital status unrelated to job requirements. You are not required to disclose information about physical or mental disabilities that you believe will not interfere with your job performance. However, if you want us to consider special arrangement to accommodate a physical or mental disability, you may suggest the kind of accommodation that you believe would be appropriate for consideration.

The use or possession of, or being under the influence of drugs or alcohol while on company premises or company time is prohibited and will result in disciplinary action, up to and including termination of employment. I hereby agree to submit to any lawful drug or integrity testing or post-offer medical examination that may be required as a condition of employment and understand that refusal to submit to such testing during the course of employment may result in disciplinary action, up to and including discharge. I authorize any physician, hospital, laboratory or collection site to release to Davenport Hotels the results of any test or examination or other information which may be necessary to determine my ability to perform the duties of a job for which I am being considered, prior to my employment or in the future during my employment with Davenport Hotels.

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is ground for refusal to hire or, if hired, grounds for dismissal. I authorize any of the persons or organizations referenced in the application to give you any and all information concerning my previous employment, education or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that may result from furnishing such information to you. In consideration for my employment by your company, I agree to conform to the rules and regulations of the company and acknowledge that these rules and regulations may be changed, interpreted, withdrawn or added to by your company at any time, at the company's sole option and without any prior notice to me. I further acknowledge that my employment may be terminated and any offer of employment, if such is made, may be withdrawn with or without cause, and with or without prior notice at any time, at the option of the company or myself. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or assure or make some other personnel move, either prior to commencement of employment or after I have become employed, or to assure any benefits or terms and conditions of employment or make any agreement contrary to the foregoing.

I understand that this application will remain active for employment consideration for no more than one year from the date it was completed. If I wish to be considered after that date, I must reapply.

**By typing my e-signature below, I acknowledge and verify that I am the applicant, as stated below:**

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**Applicant's Signature**

**Date**