

The Twelve Oaks Bed & Breakfast

c.1836

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Please check whether you are available or not for each day of the week and then list the times available or write any:

Monday YES NO Times available: _____
Tuesday YES NO Times available: _____
Wednesday YES NO Times available: _____
Thursday YES NO Times available: _____
Friday YES NO Times available: _____
Saturday YES NO Times available: _____
Sunday YES NO Times available: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

Have you ever been arrested? YES NO

Have you ever been convicted of a misdemeanor or plead no lo to a charge? YES NO

If yes to any of the last 3 questions, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I also understand and consent to a background checks including any of the following: reference check, criminal background check, and credit reference check.

Signature: _____ Date: _____

Please attach a photo or copy of your driver's license.

IMPORTANT!

1. Please make sure you have thoroughly read and completed this application.
2. Email the completed application and the copy of your driver's license (all in ONE email) to customersupport@thetwelveoaks.com. You can either scan it in and email us a file or you can take photos of it with your phone and send image files. If you prefer to mail the completed application, please send it to: The Twelve Oaks, 2176 Monticello St., SW, Covington, GA 30014.
3. Please do NOT call or stop by to check on the status of your application. We will contact you if we think you are a fit and schedule an interview where you will have an opportunity to ask lots of questions.
4. If you have trouble scanning the file or need help with the application, we recommend asking a friend to help you.
5. If you have any type of record or criminal history, we are not going to be able to hire you due to the nature of having access to guest rooms and their personal belongings. We do require a complete background check prior to beginning employment.

Any failure to follow the instructions will disqualify you as a candidate. Thank you and good luck!