

B.F. SAUL COMPANY
ESTABLISHED 1892

Hotel Division

APPLICATION FOR EMPLOYMENT

All questions must be answered carefully and completely. Please type or print.

PERSONAL DATA

DATE _____

NAME: LAST FIRST MIDDLE INITIAL SOCIAL SECURITY NUMBER

ADDRESS: NUMBER AND STREET CITY STATE ZIP CODE

DAYTIME PHONE EVENING PHONE OTHER PHONE NUMBER E-MAIL ADDRESS

Have you used any other name that we should know in order to check your employment or background history?

Yes No If yes, please provide name(s):

Source of Referral: Advertisement Employment Agency Employee Referral Other (Walk-in)

Name of Newspaper / Agency / Employee:

→ **Are you legally eligible for employment in the USA with B.F. Saul Company?** Yes No ←
(Proper proof of U.S. citizen ship or immigration status will be required upon employment.)

Position Desired:

Salary Desired:

Employment Desired: Full Time Part Time On Call Summer

Availability: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
 A.M. Shift P.M. Shift Midnight Shift

Willing to Work Overtime? Yes No Date Available to Start:

Schedule Restrictions (What specific hours are you unable to work?):

Are you:

- ▶ over the age of 18 if applying for a position that will involve the serving of alcoholic beverages? .. Yes No N/A
- ▶ able to furnish a work permit if under the state legal age to work? Yes No N/A
- ▶ a previous applicant?..... Yes No
- ▶ a previous employee of B.F. Saul Company or any of its affiliates? Yes No
if yes, location: _____ position: _____
- ▶ able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? Yes No
- ▶ Do you have any relatives working for the B.F. Saul Company or any of its affiliates?..... Yes No
Give name(s) and location(s): _____
- ▶ Have you been convicted of a crime or pled guilty or no contest in the past ten years, excluding minor traffic violations, which have not been expunged by a court?
It is not necessary to reveal any conviction under seal. Yes No
If yes, describe:

(Conviction of a crime will not necessarily prevent acceptance for employment.)

EMPLOYMENT HISTORY

Please begin with your most recent employer.

<u>Date of Employment</u>	<u>Employer</u>	<u>Descriptions</u>
_____ FROM (Mo./Day/Yr.)	Company:	Job Title:
_____ TO (Mo./Day/Yr.)	Type of Business:	Job Duties:
_____ Total Mo/ Years Employed	Address:	
_____ Beginning & Ending Salary	City:	
	State, Zip:	
	Phone #:	Reason for Leaving:
	Supervisor & Title:	

May we contact for a reference? Yes No

<u>Date of Employment</u>	<u>Employer</u>	<u>Descriptions</u>
_____ FROM (Mo./Day/Yr.)	Company:	Job Title:
_____ TO (Mo./Day/Yr.)	Type of Business:	Job Duties:
_____ Total Mo/ Years Employed	Address:	
_____ Beginning & Ending Salary	City:	
	State, Zip:	
	Phone #:	Reason for Leaving:
	Supervisor & Title:	

May we contact for a reference? Yes No

<u>Date of Employment</u>	<u>Employer</u>	<u>Descriptions</u>
_____ FROM (Mo./Day/Yr.)	Company:	Job Title:
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_____ Total Mo/ Years Employed	Address:	
_____ Beginning & Ending Salary	City:	
	State, Zip:	
	Phone #:	Reason for Leaving:
	Supervisor & Title:	

May we contact for a reference? Yes No

<u>Date of Employment</u>	<u>Employer</u>	<u>Descriptions</u>
_____ FROM (Mo./Day/Yr.)	Company:	Job Title:
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_____ Total Mo/ Years Employed	Address:	
_____ Beginning & Ending Salary	City:	
	State, Zip:	
	Phone #:	Reason for Leaving:
	Supervisor & Title:	

May we contact for a reference? Yes No

EDUCATION AND TRAINING

TYPE OF SCHOOL	NAME AND LOCATION OF SCHOOL	# OF YEARS ATTENDED	DEGREE EARNED	MAJOR AND MINOR FIELDS OF STUDY
High School		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Business, Trade or Tech. School		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Colleges		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Training (Explain)		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SPECIAL TRAINING

- | | | | |
|---|--|---|----------|
| <input type="checkbox"/> Typing wpm | <input type="checkbox"/> Painting | <input type="checkbox"/> Lifeguard Certification | Expires: |
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Plumbing | <input type="checkbox"/> CPR | Expires: |
| <input type="checkbox"/> Excel | <input type="checkbox"/> Carpentry | <input type="checkbox"/> First Aid | Expires: |
| <input type="checkbox"/> Power Point | <input type="checkbox"/> Electrical | <input type="checkbox"/> Class II Drivers License | Expires: |
| <input type="checkbox"/> 10-Key Adding Machine | <input type="checkbox"/> POS Systems | <input type="checkbox"/> HVAC / Refrigeration | |
| <input type="checkbox"/> PBX Board | <input type="checkbox"/> Restaurant System | | |
| <input type="checkbox"/> Reservation Property Management System | | | |

Additional Qualifications

PROFESSIONAL REFERENCES (DO NOT LIST RELATIVES)

		()	
NAME	RELATIONSHIP / TITLE	PHONE NUMBER	YEARS KNOWN
STREET ADDRESS	CITY	STATE	ZIP CODE
		()	
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		()	
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		()	
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PLEASE READ BEFORE SIGNING

B.F. Saul Company - Hotel Division is an Equal Employment Opportunity Employer. All applicants and employees are treated without regard to their race, color, religion, gender, national origin, age, disability, veteran status, or status within any other protected group by law.

Nothing contained in this application or in the interview process is intended to create an employment contract between B.F. Saul Company - Hotel Division and you. Should this application result in your employment, you have a right to terminate your employment at any time and for any reason and B.F. Saul Company - Hotel Division retains the same right. I understand that any verbal or written statements to the contrary, are hereby expressly disclaimed and should not be relied on by me. If I am employed by B.F. Saul Company - Hotel Division, I understand that the company can change its policies and procedures at any time.

I have answered all questions to the best of my ability. I understand that false or misleading information or omissions contained in this application (or attached resume, or given by me during the interview process) is grounds for disqualification from further consideration or for dismissal from the company. I authorize any necessary inquiries as to my character, reputation, and ability, and release those supplying any information from all liability.

I authorize B.F. Saul Company - Hotel Division to investigate my past employment and education and the public records for any prior criminal convictions I may have. I also authorize B.F. Saul Company - Hotel Division to request a report concerning my credit history, and I understand that, at my request, B.F. Saul Company - Hotel Division will inform me whether or not a consumer report was requested, and if a report was requested, will give me the name and address of the consumer reporting agency that furnished the report.

Signature of Applicant

Date

Polygraph Notice Maryland Applicants Only

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

Signature of Applicant

Date

Fair Credit Reporting Act Disclosure Statement

This will confirm that you hereby agree and authorize the B.F. Saul Company to obtain, on an annual basis for as long as you are employed, a consumer report from a consumer reporting agency regarding your creditworthiness, character, general reputation, personal characteristics or mode of living. This will also serve to advise you that should the Company obtain such a report, it will not be used in a manner that would violate any Federal or State Equal Employment Opportunity law or regulation. Should employment be offered, the B.F. Saul Company reserves the right to obtain a consumer report from a consumer reporting agency annually, for General Managers, Controllers, and all cash handling positions.

Signature of Applicant

Date