



THE HORTON HOTEL
DOWNTOWN BOONE, NC ROOFTOP LOUNGE

APPLICATION FORM

Position(s) applied for :

Front Desk Kitchen Server Housekeeping Bar Other

What type of work are you seeking :

Part Time _____ Full Time _____

When are available to begin working? _____

Personal details

Name :

Address :

Telephone Number :

Email :

Birthdate :

In a brief paragraph please describe your interests in working with The Horton Hotel Team :

Please list your previous employment (most recent first) :

1.

Employer Name/Establishment Name	
Start / End Dates	
Position Held	
Reason for Leaving	

2.

Employer Name/Establishment Name	
Start / End Dates	
Position Held	
Reason for Leaving	

3.

Employer Name/Establishment Name	
Start / End Dates	
Position Held	
Reason for Leaving	

(Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.)

Please provide details of three references who can speak on your behalf regarding your work ethic and personal qualities.

Name	Contact	Relationship to Reference

What do you like to do in your free time? What are your favorite activities to do in the High Country?

Declaration

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organization. I understand that this application does not constitute an offer of employment.

Signed:

Date:

Do Not Write Below :

EMPLOYER SECTION

Confidential – reference checks *For office use only*

Reference name	Comments	Would re-employ?		Initial	Date
		Yes	No		

Action

Interview arranged for: <insert date>

Offer of employment made

Position:

Letter of advice sent: <insert date>

Letter of appointment signed: <insert date>

Induction due on: <insert date>

Payroll details entered: <insert date>

Probationary period expires on: <insert date>

Notes

Application unsuccessful

Letter of advice sent: <insert date>

Application to be destroyed on: <insert date>

Notes
