## **Cover Letter**

**To:** Human Resources Dept.

Tallman Hotel & Blue Wing Restaurant

9550 Main St., Upper Lake CA 95485

**Re:** Application for Employment

Attached is an application for employment at the Tallman Hotel or Blue Wing Restaurant together with an employment record and list of references.

In submitting this application, I understand that the Company may conduct an investigation into my past employment, education and other public records and I give my express consent to such an investigation. Should I request that certain references not be consulted, I have so indicated on the application and given the reason for the desired exclusion.

I understand that there may or may not be a position open and that there may be other qualified applicants for open positions. I understand also that any employment with the Company would be "at will," that is, both the Company and I would be free to terminate the employment relationship at any time, for any reason or for no reason, with or without cause.

I further understand that, if hired, my employment may be terminated by the company due to any misrepresentation, omission, misinformation or inaccuracy in the statements contained in this application.

Applicant Signature:	Date:
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## TALLMAN HOTEL & BLUE WING RESTAURANT EMPLOYMENT APPLICATION

Note: The company is an equal opportunity employer and selects individuals best matched to the job based upon job-related qualifications regardless of race, religion, color, creed, sex, sexual orientation, national origin, age, disability, or any other status or characteristic protected by law.

Name:					
	last	first	middle	other nam	es used at work
Address:					
	number & street	city	state & zip code		
Phone Nu	mbers: Cell	, Hor	me	Email:	
Position(s)	<b>Desired:</b> 1		2		
	Full Time	Part Time	Tempor	ary from	to
Date	e Available to Work:		Days/Times NOT av	ailable to work:	
Waş	ge or Salary Expectation	s (optional): I	From \$	to \$	
Education	& Training: <u>School: Ci</u>	ty & State	Years Attended Dip	oloma/Degree?	Major/Courses
High So	chool:			_	
College	<b>::</b>				
Other:					
Militar	y Service? No	Yes,	Branch of Service _		Years
Skills & A	ttributes: Please list you	ur skills and p	ersonal attributes that	best apply to the	e position desired.
Skills:_					
Attributes:					
					W 6.0
Are you le	gally authorized and can	you provide v	verification of your rig	to work in the	e U. S.? Yes No

## **Application for Employment** ~ Page 2

Name of Employer:	Telephone:				
Address:					
Name of Immediate Supervisor:					
Your Title and Duties:					
Reason for Leaving:	Employed From: To: _				
Name of Employer:	Telephone:				
Address:					
Name of Immediate Supervisor:	Title:				
Your Title and Duties:					
Reason for Leaving:	Employed From: To: _				
Name of Employer:	Telephone:				
Address:					
Name of Immediate Supervisor:	Title:				
Your Title and Duties:					
Reason for Leaving:	Employed From: To: _				
Name of Employer:	Telephone:				
Address:					
Name of Immediate Supervisor:					
Your Title and Duties:					
Reason for Leaving:	Employed From: To: _				