

HERRINGTON

ON THE BAY

We expect all members of our Team to Follow:

Purpose:

(Why do we exist?)

Our Purpose is to make the world a better place.

Vision:

(What do we always strive to do?)

Our Vision is to bring joy and happiness to everyone we meet.

Mission:

(How do we carry out the Vision?)

Our Mission is to treat every visitor as our personal guest.

Relational Value – Communicate to Relate

The Foundational Value that Organizes and Guides us in Relationships

We create trust between co-workers by communicating openly, honestly and respectfully.

We use discernment to determine the proper time and place for communications. We speak directly to the person(s) involved, stick to the facts, state our needs, listen to and clarify the needs of the other. We demonstrate a commitment to valuing all perspectives and to coming to a resolution that supports the mission and vision of Herrington on the Bay.

Herrington on the Bay Employment Application

We consider applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.

PLEASE PRINT CLEARLY

Position(s) applied for _____ Date: _____

How did you find out about this job? Web Employee Walk-In Relative Other

Why are you seeking a new job at this time? _____

APPLICANT INFORMATION

First Name: _____ Middle: _____ Last: _____

Street Address: _____ City/State/Zip: _____

Email Address: _____ Cell Phone: _____ Other Phone: _____

If hired, do you have a reliable means of reliable transportation to get to work?

Describe: _____

Are you 18 years of age or older? _____ If you are under 18 years if age, can you furnish a work permit? _____

Are you legally eligible for employment in the U.S.? _____ (Proof of U.S. citizenship or immigration status is required if hired.)

Have you been convicted of a crime? _____ If yes, state the nature of the offense and disposition of the case. Includes dates and places: _____

(Note: The existence of a criminal record does not constitute an automatic bar to employment.)

Are you a veteran? _____ If yes, give dates of service: From _____ To _____

List any special skills or training: _____

EMPLOYMENT INFORMATION

Are you seeking full time, part time or temporary employment? _____

What is your desired salary/hourly rate? _____

What hours and shift(s) would you prefer to work? _____

List times you are not available to work: _____

Are you willing to work overtime? _____ Weekends? _____ Holidays? _____

Are you currently employed? _____ If hired, when would you be able to start? _____

Have you ever worked at Herrington on the Bay before? _____ If yes, name used: _____

List any friends or relatives employed by this company: _____

Have you ever been discharged or asked to resign from any position? _____

If yes, please describe: _____

Are you able to perform all aspects of the job with or without reasonable accommodation? _____

Please describe which tasks, if any, you will need accommodation to perform, and explain what type of accommodation you will need: _____

EDUCATION (circle highest level achieved)

Elementary: 1 2 3 4 5 6 7 8

Secondary: 9 10 11 12 GED

College: 1 2 3 4 5 6 7 8

Name of School: _____ Name of School: _____ Name of School: _____

Location of School: _____ Location of School: _____ Location of School: _____

If in High School, are you enrolled in a recognized co-op program? _____ Degree & Major: _____

If yes, identify program and school: _____ Minor: _____

WORK HISTORY (please begin with most recent)

Company: _____ Phone Number: _____

Address: _____ City/State Zip: _____

Dates of Employment: From: _____ To: _____ Salary: Beginning _____ Ending _____

Job Title: _____ Supervisor's Name & Title: _____

Describe duties briefly: _____

Specific reason for leaving: _____

Company: _____ Phone Number: _____

Address: _____ City/State Zip: _____

Dates of Employment: From: _____ To: _____ Salary: Beginning _____ Ending _____

Job Title: _____ Supervisor's Name & Title: _____

Describe duties briefly: _____

Specific reason for leaving: _____

Company: _____ Phone Number: _____

Address: _____ City/State Zip: _____

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Job Title: _____ Supervisor's Name & Title: _____

Describe duties briefly: _____

Specific reason for leaving: _____

For references purposes: Have you worked for any of these organizations or attended school under a different name?

If yes, give name and organization(s): _____

May we contact the employees listed above? _____ If not, list the employers you do not want us to contact and why:

AUTHORIZATIONS & AT-WILL EMPLOYMENT AGREEMENT

(please read carefully, then sign and date below)

I certify that I have personally completed this application. I declare that the information provided in this employment application is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date. I agree to immediately notify this company if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I authorize this company to make an investigation of all information contained in this employment application and I release from liability all companies and corporations supplying such information. I understand any false answers, statements, or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

I specifically authorize and direct my current and former employers to supply employment-related information to this company and do hereby release my current and former employers from liability for providing information to this company.

Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer.

I authorize this company, if applicable, to request a copy of my credit report, motor vehicle driving record, and any other investigative report deemed necessary through various third party sources. As required by law, upon request within a responsible period of time, I will be notified as to the nature and scope of such investigations.

I hereby agree to submit to any drug-test required of me, whether prior to my employment or if employed by this company at any time thereafter. If requested, I will take a post-job offer physical examination and my employment, in the event I receive medical treatment for any condition, including physical, psychological, emotional, or psychiatric condition that is job-related, I hereby authorize the limited release and exchange of such medical information relating to my condition between the treatment provider and a company-designated physician.

AT-WILL EMPLOYMENT AGREEMENT

I understand and agree that nothing contained in this application, or conveyed during any interview is intended to create an employment contract between the company and me. In addition, I understand and agree that if you employ me, in consideration of my employment, my employment and compensation will be at-will, for no definite period of time, and may be terminated at any time, for any reason, or for no reason at all. I understand that only the company's President is authorized to change the employment-at-will status and such a change can only be done in writing. I have read, understand, and agree to the above.

Signature _____

Date _____

Name (please print) _____

Massachusetts & Maryland Employment Only: 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/or subject to criminal penalties and civil liabilities.