



## APPLICATION FOR EMPLOYMENT

### APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First Name & Initial: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Home Telephone #: \_\_\_\_\_ Work/Other #: \_\_\_\_\_

### EMPLOYMENT HISTORY

Position or Type of Work Desired: \_\_\_\_\_ Alternative Position: \_\_\_\_\_  
 Salary/Hourly Range Desired: \_\_\_\_\_ Availability Date: \_\_\_\_\_  
 Availability:  Full-time  Part-time  Casual or Seasonal (i.e. summer or winter months)  
 Are you willing to relocate?  Yes  No If yes, please specify your preference(s): \_\_\_\_\_  
 According to your preference, may we forward your application to other SilverBirch Hotels & Resorts?  Yes  No  
 Are you able to work:  Shifts  Weekends  Mornings  Afternoons  Evenings/Midnights  Holidays  
 Are you legally entitled to work in Canada?  Yes  No  
 Are you legally entitled to serve alcohol in the Province, which you are applying?  Yes  No  
 Have you ever been convicted of a criminal offence for which a pardon has not been granted, or for which a pardon has been granted and subsequently been revoked?  Yes  No  
 Are you bondable? (Answer this question only if it is relevant to the position you are applying for)  Yes  No  
 Who referred you to us? (If a specific agency, organization or person, please give full name): \_\_\_\_\_

**MY RESUME IS ATTACHED**  Yes  No

*If you answered YES, it is not necessary to complete the following sections. Please ensure you have read and signed the Declaration Statement on the reverse of this Application Form.*

### EDUCATION & TRAINING

Did you graduate from high school?  Yes  No

NAME & LOCATION OF SCHOOL	DATES ATTENDED	AREA OF STUDY	CERTIFICATE/DIPLOMA/DEGREE OBTAINED

List other qualifications and skills (i.e.: certificates, licenses, apprenticeship programs, languages, first aid certificate, hospitality courses, and other industry specific programs): \_\_\_\_\_

### TECHNICAL SKILLS

Do you have computer experience?  Yes  No If yes, please expand upon your skills, listing all systems and software. (Examples: Excel, Word, Fidelio, hospitality related): \_\_\_\_\_

**SilverBirch Hotels & Resorts** has been a leader in the Canadian hotel industry since 1997. Our company manages both independent hotels and resorts operating under major franchise brand names such as Crowne Plaza, Radisson, Residence Inn by Marriott, Holiday Inn, Hilton, Quality, Gouverneur, Best Western, and Ramada.

## EMPLOYMENT HISTORY

**Present Employer:** \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Your Position Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Salary/ Hourly Rate: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your present employer for references?  Yes  No

**Present Employer:** \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Your Position Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Salary/ Hourly Rate: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your present employer for references?  Yes  No

**Present Employer:** \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Your Position Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Salary/ Hourly Rate: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your present employer for references?  Yes  No

## READ CAREFULLY BEFORE SIGNING

I hereby authorize SilverBirch Hotels & Resorts, or any associated hotel, to seek and obtain information respecting my background, my character and my employment record, to the extent necessary for the purposes of aiding SilverBirch Hotels & Resorts, or any associated hotel, in its consideration of my suitability for employment ("Purpose"). I hereby authorize my current and previous employer(s) (if any) and all other organizations and individuals listed on this form (including any representative thereof) to provide information to SilverBirch Hotels & Resorts, or any associated hotel, to the extent necessary for the purpose. I release SilverBirch Hotels & Resorts, and any associated hotel, my present or past employers, and any other person contacted by SilverBirch Hotels & Resorts from and against any liability from the release of such information, including, without limitation, any liability under applicable freedom of information or privacy legislation related to that information. Notwithstanding the foregoing, in those sections above where I have specifically indicated in writing that I do not wish SilverBirch Hotels & Resorts, or any associated hotel, to contact the persons or entities listed therein, SilverBirch Hotels & Resorts or any associated hotel shall have no authority to contact such persons or entities.

I understand I may contact SilverBirch Hotels & Resorts, or any associated hotel, to update or review this information from time to time. I understand all files containing collected information shall be and remain SilverBirch Hotels & Resorts property. I understand that any misrepresentation or omission of facts by me may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality agreement and/or non-competition agreement, should I become an employee of SilverBirch Hotels & Resorts, or any associated hotel. I understand that nothing contained in this application is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate SilverBirch Hotels & Resorts, or any associated hotel to hire me.

I further consent to SilverBirch Hotels & Resorts, or any associated hotel, reasonably collecting, using, retaining and disclosing personal and health information for the purposes of my employment application, and, if applicable, for purposes of my employment with SilverBirch Hotels & Resorts, or any other associated hotel.

There will be a probationary work period during which my performance and suitability for the position will be reviewed.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE SIGNED

## OUR VISION

*We excite our markets with the liveliest hotels in Canada, each with its own rich, Canadian sense of place.*

**WE ARE SUPPORTIVE OF WORKFORCE DIVERSITY AND ENCOURAGE APPLICATIONS FROM QUALIFIED INDIVIDUALS.  
THANK YOU FOR YOUR INTEREST IN SILVERBIRCH HOTELS & RESORTS.**