



# SILVER BIRCH

Hotels & Resorts / Hôtels et centres de villégiature

## APPLICATION FOR EMPLOYMENT

### APPLICANT INFORMATION

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

City: \_\_\_\_\_

Primary Telephone #: \_\_\_\_\_

Secondary Telephone #: \_\_\_\_\_

Best time to be reached: \_\_\_\_\_

**SilverBirch Hotels & Resorts** is one of Canada's leading hotel management companies and manages over 10 hotels across Canada. The company manages independent hotels and hotels operating under major franchise brands, such as Radisson, Hilton, Marriott, and Quality.

### GENERAL INFORMATION

Position or Type of Work Desired: \_\_\_\_\_

Alternative Position Desired: \_\_\_\_\_

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

Availability Start Date: \_\_\_\_\_

Availability:  Full-time (4-5 shifts per week)  Part-time (1-3 shifts per week)  Casual or Seasonal (i.e. summer or winter months)

Are you able to work:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Mornings  Afternoons  Evenings  Overnight  Holidays

Please note any restrictions in availability or days off required: \_\_\_\_\_

According to your preference, may we forward your application to other SilverBirch Hotels & Resorts properties?  Yes  No

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  N/A

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of a criminal offence for which a pardon has not been granted, or for which a pardon has been granted and subsequently been revoked?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 basic computer skills?  Yes  No

If yes, please expand upon your skills, listing all systems and software. (Examples: Excel, Word, Fidelio, hospitality related):

## EMPLOYMENT HISTORY

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

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

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

Duties & Responsibilities: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_

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

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

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

Duties & Responsibilities: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_

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

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

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

Duties & Responsibilities: \_\_\_\_\_

## READ CAREFULLY BEFORE SIGNING

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**

We are supportive of workforce diversity and encourage applications from qualified individuals. SilverBirch Hotels & Resorts welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the application and selection process.

Thank you for your interest in SilverBirch Hotels & Resorts.