



Application for Employment

Instructions

1. Download and save the application to your computer.
(Please note: the application cannot be filled out using a web browser such as Internet Explorer, Chrome etc.).
2. Fill out the entire application.
3. Save the application using the following format and inserting your name where noted: CTCC Application_[first name] [last name].pdf.
4. Upload your application and resume to the online employment form at www.ctconventions.com/about/employment.



Application for Employment

Last First M.I. Social Security Number

Street City State Zip Code

Phone # _____ This is my ☐ Cell ☐ Home Email Address: _____

Position(s) applied for: _____

Date of application: _____ Date available for work: _____

Are you legally eligible for employment in this country? ☐ Yes ☐ No

Have you ever submitted an application here before? ☐ Yes ☐ No

If yes, give date(s) and position(s): _____

Have you previously been employed at a Waterford Hotel Group managed property ☐ Yes ☐ No

If yes, give dates: From _____ To _____ Location: _____

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

☐ Yes ☐ No ☐ Need more information about the job's "essential functions" to respond.

Driver's license number required if driving may be required in the job for which you are applying:

Number: _____ State: _____

Employment History

Starting with your most recent employer, provide the following information. You may include any verified work performed on a volunteer basis.

Employer Name: _____ Phone: _____
Address: _____ Start Date: _____ End Date: _____
Starting Job Title: _____ Starting Pay: \$ _____ per _____
Ending Job Title: _____ Ending Pay: \$ _____ per: _____
Immediate Supervisor (most recent): _____ May we contact them? ☐ Yes ☒ Later
Did you earn additional compensation? (Commission/Bonus/Other) ☐ Yes ☐ No
If yes, please describe: _____
Why did you leave? _____

Summarize the type of work performed and job responsibilities: _____

Employer Name: _____ Phone: _____
Address: _____ Start Date: _____ End Date: _____
Starting Job Title: _____ Starting Pay: \$ _____ per _____
Ending Job Title: _____ Ending Pay: \$ _____ per: _____
Immediate Supervisor (most recent): _____ May we contact them? ☐ Yes ☒ Later
Did you earn additional compensation? (Commission/Bonus/Other) ☐ Yes ☐ No
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Address: _____ Start Date: _____ End Date: _____
Starting Job Title: _____ Starting Pay: \$ _____ per _____
Ending Job Title: _____ Ending Pay: \$ _____ per: _____
Immediate Supervisor (most recent): _____ May we contact them? ☐ Yes ☒ Later
Did you earn additional compensation? (Commission/Bonus/Other) ☐ Yes ☐ No
If yes, please describe: _____
Why did you leave? _____

Summarize the type of work performed and job responsibilities: _____

Explain any gaps in your employment, other than those due to personal illness, injury or disability:

If not addressed previously, have you ever been fired or asked to resign from a job? ☐ Yes ☐ No

If yes, please explain: _____

Educational Background

School (include City and State)	Years Completed	Degree Earned	Major/Minor

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

Computer Skills

Please list your computer skills including any programs you are proficient with:

References

As part of our selection process, we utilize an automated reference tool to ensure a convenient and confidential process for you and your references. You may be asked at some point during the interview process to provide five (5) total references, of which (2) are current or past managers or supervisors. We recommend that you start to gather this information in the event we proceed with this request. Thank you and please let us know if you should have any questions regarding this process.

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for & secure work with this employer is true, complete, & correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I understand that Waterford Venue Services maintains a drug-free workplace. I further understand that Waterford Venue Services requires all applicants accepted for employment to pass a drug test as part of the application process and that all offers of employment are contingent upon satisfactory results of a drug test.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Persons Whose Criminal Records Have Been Erased:

The applicant is not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-14b, 54-76o or 54-142a. Criminal records are subject to erasure pursuant to section 46b-146, 54-76o or 54-142a are records pertaining to a finding of delinquent or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon. Any person whose criminal records have been erased pursuant to section 46b-14b, 54-76o or 54-142a shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

FOR ALL POSITIONS:

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration of employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all the terms of the foregoing Applicant Statement.

Signature

Date