



# Melo

**HOTELS**  
**KINGSTON**

## WHY WORK ANYWHERE ELSE? MELO HOTELS

“We Hire For Attitude, We Train For Skill”

Which hotel are you applying for?

Ambassador  
Conference Resort

Four Points by  
Sheraton

Both



# Melo Hotels Associate/Team Member Application Form

*We Hire For Attitude.  
We Train For Skill.*

**Today's Date:** \_\_\_\_\_

**Position Applied For:**

- Server (Rest)
  - Bartender
  - Host/Hostess
  - Busser
  - Line Cook
  - Dishwasher
  - Room Attendant
  - Janitor
  - Night Laundry
  - Runner (housekeeping)
  - Conference Services/Banquets
  - Porter
  - Front Office
  - Night Audit
  - Lifeguard
  - Birthday Server
  - Maintenance
  - Captain/Team Leader
- Specify Department \_\_\_\_\_
- Other \_\_\_\_\_

**We Are A Talent Magnet!**

Your Name: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_  
\_\_\_\_\_

Are you of age to serve alcohol (18 yrs or older)?  Yes  No

Are you legally eligible to work in Canada?  Yes  No

How did you hear we were hiring?

- Web Site  Job Fair
- Word of Mouth  Job Connect/Keys
- Associate Referral  Newspaper Ad

Associate Name: \_\_\_\_\_

Are You Presently Employed?

- Yes  No

If Yes, are you working:

- Full-time  Part-time

If you were offered a position with our company, are you planning on retaining your current employment?  Yes  No  Not Sure

Are you looking for:

- Full-time Position  Part-time Position  Casual Position
- (3-6 shifts per week) (0-3 shifts per week) (on call or filler)

When is your date of availability? \_\_\_\_\_

What is your hourly wage expectation? \$\_\_\_\_\_ /hr

Have you ever worked for the Melo Hotel Group before?

- Yes  No

If yes, when and where?  
\_\_\_\_\_

### Education:

	School Name	Subject	Diploma/Degree
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No
Post-Secondary			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No

### Special Training/Education Taken:

	Received From/Other Information:	Certificate
Smart Serve		<input type="checkbox"/> Yes <input type="checkbox"/> No
First Aid and CPR		<input type="checkbox"/> Yes <input type="checkbox"/> No
Life guarding Certificate		<input type="checkbox"/> Yes <input type="checkbox"/> No
Bartending Certificate		<input type="checkbox"/> Yes <input type="checkbox"/> No
Mixology Certificate		<input type="checkbox"/> Yes <input type="checkbox"/> No
Fall Protection Certificate		<input type="checkbox"/> Yes <input type="checkbox"/> No
Hotel & Restaurant Management		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:		<input type="checkbox"/> Yes <input type="checkbox"/> No

### Past Work Experience:

	Month /Year	Where	Position	Last Salary	Reason for Leaving	Name & Tel # of Supervisor
<b>From/To:</b>						
<b>From/To:</b>						
<b>From/To:</b>						

### Availability:

Hours Available	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Holidays
From <small>(shifts begin as early as 6am)</small>								
To								

### **NOTICE:**

As we are a 24-hour, 365 days per year operation, we require all associates to be available:

- Evenings
- Weekends
- 80% + of the holidays in a calendar year (8 days)
- a minimum of 2 shifts per week

Please be advised that applications will not be considered unless you can meet these requirements.

Do you have any time off requirements in the next 4 months? If so, please state when:

From: \_\_\_\_\_(day), \_\_\_\_\_(month), '11 To: \_\_\_\_\_(day), \_\_\_\_\_(month), '11  
**AND**

From: \_\_\_\_\_(day), \_\_\_\_\_(month), '11 To: \_\_\_\_\_(day), \_\_\_\_\_(month), '11

Are you bondable?      Yes      No

What do/did you enjoy the most about your current/most recent job?

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What do/did you enjoy the least about your current/most recent job?

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Why do you want to work for us?

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Describe any of your work related skills, experience or training that is in relation to the position being applied for:

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Please provide 3 work-related references below:

Reference Name	How does this reference know you?	Telephone Number
1.		
2.		
3.		

In ten (10) words or less, why should we hire you?

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I certify that the information I have given on this form is accurate and complete to the best of my knowledge. I understand that, should I be hired, intentionally making false statements on this form will be considered sufficient grounds for dismissal. I hereby consent to Melo Hotels obtaining personal references verifying any details of my education or previous employment. I also agree that if I am employed, my employment may be terminated without cause, but with notice or pay in lieu of notice, as required by the *Employment Standards Act*.

Signature of Applicant: \_\_\_\_\_

Today's Date: \_\_\_\_\_