

The Inn at Corolla Light

1066 Ocean Trail, PO Box 99, Corolla, North Carolina 27927-0099 Voice: 252.453.0335
 Submit Completed Application by Fax to: 252.453.6947 or Careers@Corolla-Inn.com

APPLICATION FOR EMPLOYMENT

Note: The Inn at Corolla Light will not consider incomplete applications

Position you are seeking

How did you learn about this position?

- Advertisement (specify source) _____
 Friend
 Employee
 Walk-In
 Website
 Other: _____

Name	Last	First	Middle
Address		Phone #	Email
City		State	Zip

Have you ever filed an application with THE INN AT COROLLA LIGHT before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give date: _____		
Do any of your friends or relatives, other than a spouse work here?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give name, relationship and position: _____		
Have you ever been employed with THE INN before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give date and position: _____		
Are you at least 18 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you are under 18 years of age, can you provide proof of your eligibility to work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a US citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not a US citizen, do you have proof of your legal right to accept employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, may we contact your current employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently on lay-off status and subject to recall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a crime?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give date and reason for conviction: _____		
<small>(All positions at THE INN are subject to a Criminal Background Check.)</small>		
Are you capable of performing, with or without reasonable accommodation, the essential duties of the job for which you are applying?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date available for work: _____		
What is your desired salary range? _____		
Please check your availability to work:		
<input type="checkbox"/> Regular Full-Time	<input type="checkbox"/> Regular Part-Time at _____ hours/week	
<input type="checkbox"/> Temp/Seasonal Full-Time	<input type="checkbox"/> Temp/Seasonal Part-Time at _____ hours/week	
<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Evenings
	<input type="checkbox"/> Weekends	<input type="checkbox"/> Sundays

Education & Training

School	Name, City & State of School	Course of Study	# years	Diploma/Degree
High School				Yes No
Undergraduate School				Yes No
Graduate School				Yes No
Other (Specify)				Yes No

Please list your strengths, weaknesses and any additional information and skills you feel may be helpful to us in considering your application:

Work Experience – Complete this section even if you are attaching a resume

Begin with your current or last job. * **Do not include The Inn at Corolla Light in this section if you are currently or previously employed by THE INN (within the past year).** Include any job-related military service assignments and volunteer activities.

Employer:	Dates Employed		Work performed/Responsibilities:
	From:	To:	
Address:	Hourly/Salary Rate		
	Start:	End:	
Supervisor & Telephone #			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title			Reason for leaving:
Employer:	Dates Employed		Work performed/Responsibilities:
	From:	To:	
Address:	Hourly/Salary Rate		
	Start:	End:	
Supervisor & Telephone #			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title			Reason for leaving:
Employer:	Dates Employed		Work performed/Responsibilities:
	From:	To:	
Address:	Hourly/Salary Rate		
	Start:	End:	
Supervisor & Telephone #			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title			Reason for leaving:

Professional/Business References – Please do not include family members.

Name	Address & Phone Number	Occupation
1.		
2.		
3.		

Applicant’s Certification – Please read this carefully before signing the application!

- THE INN is an equal opportunity employer and will consider applicants for all positions without regard to race, age, color, religion, marital status, nation origin, disability, veteran status or any other legally protected status.
- No applicant will be rejected as a result of any impairment, which, with reasonable accommodation, does not prevent performance of the work.
- THE INN will not tolerate sexual harassment or harassment on the basis of any protected class status in the workplace.
- I understand that, if selected, I will be required to provide proof of my identity and legal right to work in the United States prior to actual employment at THE INN.
- I certify that I have answered truthfully and have not knowingly withheld information relative to my application. I understand that any misrepresentation or material omission on the application will result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission that becomes known to THE INN may result in immediate termination of my employment.
- I hereby authorize all previous employers and supervisors, including all persons with and for whom I have worked, to give THE INN’s representative’s any and all information regarding me and my previous employment. I release THE INN and all previous employers and supervisors from liability for any damages that may result from furnishing information to THE INN.
- In consideration of my employment, I agree to adhere to all existing and future instructions, rules and policies of THE INN. I also understand that THE INN reserves the right to change wages, hours and working conditions as deemed necessary and that no representative of THE INN has any authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the foregoing.

I have read and reviewed the above certification statements and other information provided on the application.

Applicants Signature: _____ Date: _____