



ATLAS HOTELS

APPLICATION FOR EMPLOYMENT



RESORT & CONVENTION CENTER

500 Hotel Circle North
San Diego, CA 92108

PERSONNEL USE ONLY

SCREENED BY DATE

INTERVIEWED BY DATE

APPROVED FOR HIRE BY DATE

The company is an equal opportunity employer and makes employment decisions on the basis of merit. Company policy prohibits unlawful discrimination based on race, color, religion, sex, sexual orientation, marital status, age, national origin, physical handicap, disability, medical condition or ancestry, or any other consideration made unlawful by federal, state or local laws. Reasonable accommodations are available

Form with fields for: NAME (First, Middle, Last), SOCIAL SECURITY NUMBER, STREET ADDRESS, CITY, STATE, ZIP, HOME PHONE, WORK OR MESSAGE PHONE, POSITION DESIRED, SALARY DESIRED, DATE AVAILABLE FOR WORK, EMPLOYMENT PREFERENCES (Full Time, Part Time), SHIFTS DESIRED (Day, Night, Graveyard, On Call), SHIFTS YOU CAN'T WORK, IF REQUIRED, ARE YOU WILLING TO WORK OVERTIME?, DO YOU HAVE ANY RELATIVES EMPLOYED BY US?, CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB..., HAVE YOU WORKED WITH US BEFORE?

WORK HISTORY

List most recent work experience first. Account for all time and complete all items. You may attach a sheet to provide further information if necessary.

Work History table with 4 rows. Each row contains fields for: Company, Address, City, State, Job title & description, Reason for leaving, Phone, Employed from, To, Supervisor, Rate of pay, May we contact? Yes/No.



POLICY

CODE: A-2-520 APPROVAL: DS
DATE: 7-7-06 REFERENCES: _____
PAGE 1 OF 2 POLICY: _____

APPEARANCE, DRESS AND GROOMING

Being in the public hospitality business, the appearance of Atlas employees plays a vital role in the image we present to our guests. Employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. All management and employees not in uniform are required to wear appropriate business attire. Employees' personal tastes in dress etiquette will be accommodated strictly within the bounds of acceptable business attire. Supervisors and department heads will provide more specific guidelines concerning the individual department's standards. This procedure applies, not only during scheduled work shifts, but any time you are on hotel grounds; i.e. meetings, birthday meals, etc.

ALL EMPLOYEES

- All uniformed employees will wear assigned uniforms. They are expected to be clean, neat and pressed.
- Professional/safe shoes must be worn.
- All employees are to wear the prescribed name badge. Other stickers, pins, logos, etc. are not permitted unless authorized by management directive, and are not to interfere with visibility of employee's name.
- Undergarments are required and cannot be visible.
- Jewelry is to be kept to a minimum and should be consistent with conservative business attire and good taste. Tongue studs, nose rings, eyebrow rings and excessive earrings are not permitted. Visible tattoos are not permitted.
- Perfume or cologne is acceptable as long as it is used in moderation, and is not overpowering.
- Fingernails must be trimmed, clean, and maintained at a reasonable length.
- No denim or casual Capri's/cargo pants of any color, blue jeans of any color, logo t-shirts, halter-tops, see-through blouses, spaghetti straps, flip-flops or casual sandals are allowed. However, professional, dressy gauchos or cropped pants may be worn.
- No logo, athletic, sweatshirt or jean jackets are permitted for work attire.

FEMALE EMPLOYEES

- All non-uniformed female employees are expected to wear professional attire, which includes dresses, skirts, slacks, dressy gauchos, cropped pants or suits while on duty. Slacks, gauchos, cropped pants and skirts must be worn at waistline.
- Skirts or dresses, including uniforms, should be at a reasonable length of no higher than 3" above the knee. Slits in skirt or dress should not exceed 5" beyond skirt hem.
- Skirts or blouses must completely cover midriff area and neckline should be conservative and businesslike.
- Nylons are not required unless it's part of your uniform.
- Make-up and hairstyles are to be simple and businesslike. Excessive use of eye shadow, unusual shades of lipstick and extreme nail polish or hair color is prohibited. Hair should be neat and clean. For food contact employees, long hair must be worn up or tied back appropriately.

MALE EMPLOYEES

- All management employees are required to wear a coat and tie or business suit while on duty. Other non-uniformed employees are to wear a coat and tie, business suit or business attire defined as dark dress pants with an ironed crease and long sleeve dress shirt with collar and appropriate professional footwear. Exceptions must be approved by the T&C executive department head. No brand logos other than an Atlas Hotels approved logo are to be visible on any non uniformed employee. If not dealing with the public, it is permissible for managers and sales executives only to dispense with ties on Saturdays, Sundays, and holidays.
- Hair is to be clean and neat, styled in a businesslike manner. Extreme hair color is prohibited.
- Hair must be neatly trimmed and may not exceed past the top of the collar.
- Mustaches are permitted, but they may be no longer than 1/4" below the corner of the mouth.
- All male employees must be freshly shaved prior to arriving on property for the start of their shift.
- Beards, side burns, goatees and facial hair, other than mustaches, are not permitted.
- Only company issued hats may be worn on property and must face forward at all times.



ATLAS HOTELS

DISCLOSURE AND AUTHORIZATION FOR BACKGROUND INVESTIGATION

I hereby authorize Atlas Hotels, Inc. (“Company”) and/or any entity directed by Company to obtain an investigative consumer report for employment purposes, including in connection with my application for employment. An “investigative consumer report” includes any information as to your character, general reputation, personal characteristics, or mode of living. The specific nature and scope of the investigative consumer report the Company is seeking includes inquiries regarding educational background; work history; court records, including criminal conviction record, as permitted by law; driving history if driving is part of any job duties; and references obtained from professional and person associates. I further understand and agree that an investigative consumer report may be obtained at any time, and any number of times, as Company in its sole discretion determines is necessary before, during or after my employment.

The consumer-reporting agency that will be providing Company with the investigative consumer report is Sterling Testing Systems, Inc., Newark Post Office, P.O. Box 35626, Newark, NJ 07193-5626 Phone: (212) 736-5100. I understand that I will automatically be provided with a copy of the investigative consumer report provided to Company. I acknowledge receipt of the attached summary of an investigative consumer reporting agency’s obligations pursuant to California Civil Code section 1786.22.

I hereby authorize all previous employers, educational institutions, consumer reporting agencies and other persons or entities having information about me to provide such information to Company or other entity that obtains information for Company. I further fully release Company, its employees, officers, directors, agents, successors and assigns, and all other parties involved in this background investigation, including but not limited to investigators, credit agencies and those companies or individuals who provide information to Company concerning me, from any claims or actions for any liability whatsoever related to the process or results of the background investigation.

I understand Company operates under an AT-WILL EMPLOYMENT POLICY and this Authorization does not alter or affect that policy in any manner whatsoever.

DATED: _____ (Applicant Signature)

(Please print your name below)

First Name Middle Name Last Name

(Please print any other names while employed)

First Name Middle Name Last Name

Yes, I wish to receive a copy of any investigative consumer report and/or consumer credit report requested about me by the Company.

