

# VISIT PALM BEACH

## Employment Application

rev 05/19

We appreciate your interest in our organization. Please complete this application with specific information as required. If you need any assistance in completing this application, please let us know.

**PLEASE PRINT CLEARLY & LEGIBLE**

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

Position Applying For: \_\_\_\_\_

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

Street Address: \_\_\_\_\_ Apt/Unit # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Are you a citizen of the United States?  Yes  No If No, are you authorized to work in the U.S.  Yes  No

Have you worked for Visit Palm Beach before?  Yes  No If Yes, when: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor?  Yes  No If Yes, explain: \_\_\_\_\_

Are you available: Full-Time  Part-time

Are you able to work over-time, weekends & holidays?  Yes  No (if no, please explain: \_\_\_\_\_)

If hired, when could you start: \_\_\_\_\_

Do you have a valid drivers license:  Yes  No If yes, please list Driver License # \_\_\_\_\_ State: \_\_\_\_\_

Do you have your own transportation:  Yes  No (if No, how will you get to work?) \_\_\_\_\_

**EDUCATION:**

High School: \_\_\_\_\_ Location: (city/state) \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate:  Yes  No If No, have you received your GED?  Yes  No

College: \_\_\_\_\_ Location: (city/state) \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate:  Yes  No Degree: \_\_\_\_\_

**Other Specialized Training / Educational / Licenses / Certifications / Computer Knowledge, Etc.**

---

---

---

**PREVIOUS EMPLOYMENT INFORMATION:**

\*Please list your most recent employment first

**Company Name:** \_\_\_\_\_ Phone # \_\_\_\_\_  
Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Address/Location: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact your previous Supervisor/Manager for a reference \_\_\_\_ Yes \_\_\_\_ No

**Company Name:** \_\_\_\_\_ Phone # \_\_\_\_\_  
Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Address/Location: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact your previous Supervisor/Manager for a reference \_\_\_\_ Yes \_\_\_\_ No

**Company Name:** \_\_\_\_\_ Phone # \_\_\_\_\_  
Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Address/Location: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact your previous Supervisor/Manager for a reference \_\_\_\_ Yes \_\_\_\_ No

**MILITARY SERVICE:**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_ Honorable \_\_\_\_ Dishonable

**REFERENCES:**

*Please list three (3) professional references. No relatives, previous employer or casual acquaintances.*

1. Name (First/Last): \_\_\_\_\_ Relationship: \_\_\_\_\_  
Profession: \_\_\_\_\_ Phone Number: \_\_\_\_\_
2. Name (First/Last): \_\_\_\_\_ Relationship: \_\_\_\_\_  
Profession: \_\_\_\_\_ Phone Number: \_\_\_\_\_
3. Name (First/Last): \_\_\_\_\_ Relationship: \_\_\_\_\_  
Profession: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**DRUG FREE WORKPLACE**

Visit Palm Beach is a drug free work environment and strives for a safe and healthful work environment free of substance abuse. All applicants and current employees may be subject to drug testing, and back ground checks, prior to employment as part of the hiring process and/or during an employee’s time of employment. Visit Palm Beach reserves the right to randomly drug test any and all employees at any time without prior notice. Any employee with positive testing of substance abuse will be immediately terminated from Visit Palm Beach.

**DISCLAIMER AND SIGNATURE**  
*(please read each statement & initial)*

I certify that all of the information provided is true and complete to the best of my knowledge. \_\_\_\_\_initial  
I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization. \_\_\_\_\_initial  
I have read and understand the Visit Palm Beach drug free work environment policy. \_\_\_\_\_initial  
If this application leads to employment with Visit Palm Beach, I understand that false or misleading information in my application or interview may result in my immediate release from the company. \_\_\_\_\_initial  
I authorize Visit Palm Beach to contact and obtain information from all references, previous and current employers, educational and/or training institutions and to otherwise verify the accuracy of the information contained in this application. \_\_\_\_\_initial  
I hereby release from liability Visit Palm Beach and/or its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information. \_\_\_\_\_initial  
I further understand that this is an application for employment and that no employment contract is being offered. \_\_\_\_\_initial  
I agree and acknowledge that should Visit Palm Beach employ me, my employment is "At Will" and not a contract and can be terminated at any time. \_\_\_\_\_initial

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print First & Last Name

**VISIT PALM BEACH IS AN EQUAL OPPORTUNITY EMPLOYER.** Visit Palm Beach will not discriminate unlawfully against any employee or persons applying for employment because of race, creed, color or religion, national origin, age, marital status, and physical disability when the individual is otherwise qualified. Visit Palm Beach will strive for a safe and healthful work environment, free of substance abuse, for the protection of our employees and guests.

This application will remain active for ninety (90) days.

---

**For Office Administrative Use Only:**

\_\_\_\_\_copy of driver’s license

Interview Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_