



SUNSTREAM  
Hotels & Resorts

6620 Estero Boulevard • Fort Myers Beach, FL 33931  
PH: 239-765-4111 • FAX: 239-765-5755

**APPLICATION FOR EMPLOYMENT**

*SunStream Inc. is an equal opportunity employer. Applications are received and employees are hired without regard to any classification protected by law. We appreciate your interest in our organization.*

**PERSONAL INFORMATION - please print**

|                   |            |                |                   |
|-------------------|------------|----------------|-------------------|
| LAST NAME         | FIRST NAME | MIDDLE INITIAL | HOME PHONE NUMBER |
| RESIDENCE ADDRESS | CITY       | STATE          | CELL PHONE NUMBER |
| MAILING ADDRESS   | CITY       | STATE          | E-MAIL ADDRESS    |

Are you 18 years of age or older?  Yes  No

Are you 21 years of age or older?  Yes  No  
*(This is of concern only if you will be in food and beverage service and handling alcohol.)*

Do you have a legal right to work in the United States?  Yes  No  
*(If hired, you will be required to provide proof of identity and employment eligibility)*

Have you ever applied for a job with or been employed by SunStream Hotels and Resorts in the past?  Yes  No  
*If yes, when and where? \_\_\_\_\_*

Have you ever been discharged or requested to resign from any employment?  Yes  No  
*If yes, please explain \_\_\_\_\_*

Have you ever been convicted of, had adjudication withheld, pled no contest, or pled guilty to a **felony** criminal offense?  Yes  No  
*If yes, in what city and state and what year? \_\_\_\_\_*

*Please explain fully: \_\_\_\_\_*

Do you have ANY felony charges currently pending?  Yes  No *If yes, in what city and state? \_\_\_\_\_*  
*Please explain fully: \_\_\_\_\_*

*(Falsification or omission of this or any other information on this application is grounds for immediate termination. A conviction does not necessarily disqualify you from employment. The nature of the conviction, how long ago, and the position for which you are applying will be considered in the employment decision.)*

**JOB INTEREST**

|                  |                |                           |
|------------------|----------------|---------------------------|
| POSITION DESIRED | DATE AVAILABLE | SALARY/WAGE DESIRED<br>\$ |
|------------------|----------------|---------------------------|

Will you accept: *Full-time work*  Yes  No *Part-time work*  Yes  No *Temporary work*  Yes  No

Can you work: *Days*  Yes  No *Nights*  Yes  No *Weekends*  Yes  No *Holidays*  Yes  No

Specify any days and/or hours you are NOT available to work: \_\_\_\_\_ days \_\_\_\_\_ hours

How did you hear about our company? \_\_\_\_\_

**APPLICANT'S STATEMENT - Please read carefully**

I certify that all the information that I provide on this employment application, related employment papers, and in all interviews are true and accurate. I understand that if I am employed and any such information is later found to be false or misleading in any respect, I may be dismissed. *Initials:* \_\_\_\_\_

I understand that if I am hired, my employment will be for no definite period regardless of the period payment of my wages. I further understand that just as I am free to resign at any time, SunStream reserves the right to terminate my employment at any time with or without cause and without prior notice. No one other than the President of SunStream has the authority to modify this relationship or make any agreement to the contrary. Any such modification or agreement must be in writing. *Initials:* \_\_\_\_\_

I understand that my employment is contingent upon satisfactory results in the screening and background investigation process, which may include, but is not limited to, criminal background and/or abuse registry check, verification of my ability to perform the essential functions of the position for which I have applied, and reference from previous employers. *Initials:* \_\_\_\_\_

I authorize SunStream to investigate all references and to secure additional information about me, if job related. I understand that SunStream may contact my current and/or previous employers and I authorize those employers to disclose to SunStream all records and other information pertinent to my employment with them. I hereby release from liability SunStream and its representatives for seeking such information and all other persons or corporations for furnishing such information. I also authorize SunStream to provide truthful information concerning my employment with it to my future prospective employers and I agree to hold it harmless for providing such information. *Initials:* \_\_\_\_\_

If hired, I agree to conform to the policies and procedures of SunStream and that the contents of the employee handbook and/or operating manuals, as well as the policies and practices, are subject to change or modification by SunStream, solely at its discretion without notice. I understand and agree that it is my responsibility to be aware of any such changes or modifications. *Initials:* \_\_\_\_\_

I understand that SunStream is an Equal Opportunity Employer and does not discriminate in employment regardless of race, color, sex, religion, national origin, age, handicap, disability, marital status, or any other classification protected by law, and that no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by State or Federal law. I acknowledge and agree that if at any time I am subjected to any type of discrimination or harassment, I will contact my Department Manager, General Manager, or the Corporate Human Resources Department immediately to obtain assistance in the resolution of such matters. *Initials:* \_\_\_\_\_

I certify that all of the information that I have provided on this application is true and accurate, and that I have read and fully understand the foregoing statement, and seek employment understanding these conditions.

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

**THIS SECTION TO BE COMPLETED BY SUNSTREAM MANAGEMENT STAFF**

- Application not complete - not considered
- No applicable vacancies at this time
- Interview process closed
- Hold for future consideration: \_\_\_\_\_
- Interviewed, another candidate chosen
- Other: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## WORK EXPERIENCE

*A resume will not be accepted in place of the required information. It can only be used as a supplement. Beginning with the most recent employer, list at least 10 years of employment history. Attach additional sheet if necessary. All information must be complete in order to be considered for employment.*

### WORK HISTORY

|  |      |       |          |                               |  |
|--|------|-------|----------|-------------------------------|--|
| EMPLOYER NAME  |      |       |          | EMPLOYER PHONE NO.<br>(     ) |  |
| EMPLOYER ADDRESS   | CITY | STATE | ZIP CODE | IMMEDIATE SUPERVISOR          |  |
| Dates of employment (month/year): from ___/___/___ to ___/___/___ Ending Wage \$ _____ Per _____ |      |       |          |                               |  |
| Job titles held: _____   |      |       |          |                               |  |
| Job duties for last position held: _____   |      |       |          |                               |  |
| Reason for leaving employer: _____   |      |       |          |                               |  |
| May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No                |      |       |          |                               |  |

|  |      |       |          |                               |  |
|--|------|-------|----------|-------------------------------|--|
| EMPLOYER NAME  |      |       |          | EMPLOYER PHONE NO.<br>(     ) |  |
| EMPLOYER ADDRESS   | CITY | STATE | ZIP CODE | IMMEDIATE SUPERVISOR          |  |
| Dates of employment (month/year): from ___/___/___ to ___/___/___ Ending Wage \$ _____ Per _____ |      |       |          |                               |  |
| Job titles held: _____   |      |       |          |                               |  |
| Job duties for last position held: _____   |      |       |          |                               |  |
| Reason for leaving employer: _____   |      |       |          |                               |  |
| May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No                |      |       |          |                               |  |

|  |      |       |          |                               |  |
|--|------|-------|----------|-------------------------------|--|
| EMPLOYER NAME  |      |       |          | EMPLOYER PHONE NO.<br>(     ) |  |
| EMPLOYER ADDRESS   | CITY | STATE | ZIP CODE | IMMEDIATE SUPERVISOR          |  |
| Dates of employment (month/year): from ___/___/___ to ___/___/___ Ending Wage \$ _____ Per _____ |      |       |          |                               |  |
| Job titles held: _____   |      |       |          |                               |  |
| Job duties for last position held: _____   |      |       |          |                               |  |
| Reason for leaving employer: _____   |      |       |          |                               |  |
| May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No                |      |       |          |                               |  |

|  |      |       |          |                               |  |
|--|------|-------|----------|-------------------------------|--|
| EMPLOYER NAME  |      |       |          | EMPLOYER PHONE NO.<br>(     ) |  |
| EMPLOYER ADDRESS   | CITY | STATE | ZIP CODE | IMMEDIATE SUPERVISOR          |  |
| Dates of employment (month/year): from ___/___/___ to ___/___/___ Ending Wage \$ _____ Per _____ |      |       |          |                               |  |
| Job titles held: _____   |      |       |          |                               |  |
| Job duties for last position held: _____   |      |       |          |                               |  |
| Reason for leaving employer: _____   |      |       |          |                               |  |
| May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No                |      |       |          |                               |  |

Please explain any period of unemployment between jobs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EDUCATIONAL HISTORY

| SCHOOL                            | YEARS COMPLETED | NAME & CITY/STATE OF SCHOOL | GRADUATE? YES/NO |
|-----------------------------------|-----------------|-----------------------------|------------------|
| COLLEGE                           |                 |                             |                  |
| TRADE, BUSINESS OR CORRESPONDENCE |                 |                             |                  |
| GRAMMAR OR HIGH SCHOOL            |                 |                             |                  |

### PROFESSIONAL CERTIFICATES, LICENSES & TRAINING

Please list in detail any professional certificates or licenses you may hold, as well as any specialized training or education relating to the qualifications of the position:

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### SKILLS

Foreign language(s) in which you are proficient:

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I am proficient in the following programs:

Microsoft Word  Microsoft Excel  Microsoft Outlook  Microsoft Power Point

Property Management System (PMS)  List program name \_\_\_\_\_

Payroll/Accounting System  List program name \_\_\_\_\_

List any other professional skills you possess, including other software proficiencies, machine operations, typing WPM, etc.:

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SUNSTREAM  
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## Fair Credit Reporting Act – Notice and Disclosure Form

Please be advised that SunStream, Inc. may obtain investigative reports about you in connection with your application for employment and/or at any time during your employment with SunStream, Inc. if you are hired or if you are a current employee, for employment purposes including, but not limited to, reassignment, promotion, retention, and rehiring.

Such investigative reports may include information concerning your creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, and/or mode of living. This information may be obtained from personal interviews with your professional and personal acquaintances.

You have the right to submit a written request, within a reasonable period of time, for complete disclosure of additional information concerning the nature and scope of the investigation. Examples of investigation reports may include, but are not limited to criminal background reports, motor vehicle driving records, and reference checks, credit histories, verification of education or past employment, and investigations into theft, fraud, harassment and work place violence.

By signing below, you are releasing any and all persons, companies or others from any liability whatsoever for this purpose. Your signature acknowledges that you have read and understand the above disclosure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT: First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
ALL other names used (Aliases, AKA's, Maiden, Previous Married Names)

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State Issued From

\_\_\_\_\_  
Print Full Name as it Appears on Driver's License

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

(These are required for verification of identity for background check)

***\*HR Note – For Privacy reasons, Only FAX or scan and email this form to SunStream HR. Do not route any copy of this document via mail or intra-company mail with application. Original document should be retained in property file, where hired.***