



Employment Application Rev. 08/2023

Casselman Inn and Restaurant

113 Main Street
Grantsville, MD 21536

Personal Information

Name: Last	First	Middle	
Telephone:	Email:		
Alternate Phone:	D.O.B (<i>Optional unless under 18</i>):		
Address:	City	State	Zip Code

Have you ever worked for The Casselman before? Yes No

If yes, when and in what department?

Are you inclined to be flexible on extent and schedule of hours work according to work needs? Yes No

Provide a valid Driver's License? Yes No

I am legally eligible for employment in the U.S.? Yes No

I am seeking a permanent position: Yes No

Job categories at The Casselman include: cooking, dishwashing, motel cleaning, general cleaning, wait staff (waitress/waiter), clerical (room reservations and check-in, cash register) and bakery.

Position applying for: _____

When are you able to start? _____

Expected Rate of Pay: _____

Total hours available per week: _____

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

Education

	Institution name	Years completed	Field of study	Graduate or degree
High school				
College/university				
Business/technical				
Additional				

Skills & Qualifications

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

Employment History

List most recent employment first. Include summer or temporary jobs. You may include additional employers and experience on an extra sheet of paper if necessary.

Employer name and address	Position title/duties, skills:	Start Date:	End Date:
		Reason for Leaving:	
Pay Rate: \$	Supervisor Name:	Telephone:	

Employer name and address	Position title/duties, skills:	Start Date:	End Date:
		Reason for Leaving:	
Pay Rate: \$	Supervisor Name:	Telephone:	

Employer name and address	Position title/duties, skills:	Start Date:	End Date:
		Reason for Leaving:	
Pay Rate: \$	Supervisor Name:	Telephone:	

References

List two personal references who are not relatives or former supervisors. If you are a minor, list your parent(s) as the first reference.

1) Name _____ Address _____

City _____ State _____ Zip _____

Phone _____ Relationship to you _____

2) Name _____ Address _____

City _____ State _____ Zip _____

Phone _____ Relationship to you _____

3) Name _____ Address _____

City _____ State _____ Zip _____

Phone _____ Relationship to you _____

Contact

In case of accident or illness, please contact:

Name:	Relationship:	Telephone:	
Address:	City:	State	Zip Code

Information to the Applicant

1. "Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100."
2. I certify that I have read a fully completed the three pages (in addition to the title page) of this application and the information contained on this application is correct to the best of my knowledge and I understand that any omission or erroneous information is grounds for dismissal in accordance with the policies of The Casselman.
3. I authorize the previous employers and the references listed on this application to give you any and all pertinent information concerning my previous employment that they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the same to you.
4. I acknowledge that The Casselman reserves the right to amend or modify the policies in its Handbook and other policies at any time without prior notice and that The Handbook and The Casselman's policies do not constitute any promises or contractual obligations between The Casselman and its employee.
5. I acknowledge that The Casselman is an at-will employer and that an employee is free to terminate his/her employment and any time, for any reason, with or without cause, and that The Casselman retains the same rights or terminating employment for any reason, with or without cause.
6. I understand that, in the process of employment, I will be given a copy of The Casselman's *Employee's Handbook*, will be asked to read it, to sign an acknowledgment that I have received it, and abide by The Casselman's policies.

Signature _____ Date _____