

TO: ALL APPLICANTS

**THANK YOU FOR APPLYING FOR A POSITION AT THE
DESMOND GREAT VALLEY HOTEL.**

**IN ORDER TO PROCESS YOUR APPLICATION, PLEASE
COMPLETE EACH SECTION INCLUDING CURRENT/CORRECT
NAMES, ADDRESSES AND PHONE NUMBERS FOR ALL
BUSINESS REFERENCES. ALSO, BE SURE TO SPECIFY THE JOB
FOR WHICH YOU ARE APPLYING AND THE DAYS AND TIMES
YOU WOULD BE AVAILABLE TO WORK.**

***IF THE INFORMATION YOU PROVIDE IS INCOMPLETE OR
INCORRECT WE WILL NOT BE ABLE TO PROCESS YOUR
APPLICATION.***

WE APPRECIATE YOUR CO-OPERATION!

The Desmond

A one of a kind hotel.

One Liberty Boulevard, Malvern, PA 19355

EMPLOYMENT APPLICATION

An Equal Opportunity Employer M/F

Date

PERSONAL INFORMATION

Name _____

Last First Middle

Present Address _____

No. Street

City State Zip

Social Security Number

Telephone / Cell

e-mail address

EMPLOYMENT INFORMATION

Position(s) / Department applied for _____

Would you work Full-Time? _____ Part-Time? _____ Seasonal? _____ Specify days and hours: _____

Are you legally eligible for employment in the U.S.A..? _____

State age if under 18 _____

Were you previously employed by us? _____ If yes, when? _____

Is a member of your family currently employed by us? _____ If so, who? _____

If your application is considered favorably, on what date will you be available for work? _____ 20 _____

Is there any reason you may be unable to perform essential functions of the job for which you are applying?

No Yes (Please explain) _____

How did you happen to apply here? _____

(If employee referral, please indicate name.)

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization? _____

Have you been convicted of a crime, other than a traffic violation? Yes No

(Do not answer "yes" for any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated.) If "yes", please explain fully. This information will not necessarily bar an applicant from employment.

EDUCATION/TRAINING INFORMATION (Please complete all sections fully even if you plan to provide a resume.)

Circle Highest Grade Completed	Junior High 6 7 8	High School 9 10 11 12 GED	College 13 14 15 16	Post Graduate BS/BA MA PHD
--------------------------------	----------------------	-------------------------------	------------------------	-------------------------------

Type of School	Name and Address of School	Course of Study	List Diploma or Degree
High School			
College/ University			
Business/ Vocational			

PLEASE PROVIDE CORRECT CURRENT PHONE NUMBERS FOR ALL REFERENCES.

EMPLOYMENT HISTORY (Start with most recent position) DO NOT OMIT ANY POSITIONS

I	Name and Address of Company	From		To		Describe the work you did	Last Weekly Salary	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.				
	Telephone:								
Type of Business:									

II	Name and Address of Company	From		To		Describe the work you did	Last Weekly Salary	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.				
	Telephone:								
Type of Business:									

III	Name and Address of Company	From		To		Describe the work you did	Last Weekly Salary	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.				
	Telephone:								
Type of Business:									

Have you ever been involuntarily terminated Yes No (If yes please explain circumstances.)

May we contact the employers listed above? If not, indicate by number the one(s) you do not wish us to contact. _____

REFERENCES (Professional or personal excluding relatives)

Name	Occupation	Years Known	Address	Phone Number

AGREEMENT

- The information I have provided on this application is accurate to the best of my knowledge and subject to validation by The Desmond. I affirm that my completion of this application is for the sole purpose of seeking employment at The Desmond and for no other purpose.
- I voluntarily give The Desmond the right to make a thorough investigation of my past employment, education, training and references. I agree to cooperate in such investigations and release from liability The Desmond, its agents and all persons, companies or corporations supplying such information.
- I understand that any false statements or answers made by me on this application or any supplement thereto, or in connection with the above mentioned investigation, will be grounds for immediate discharge or denial of employment.
- I understand and agree that although management attempts to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, a rotating work schedule, a work schedule other than Monday through Friday, or a temporary or permanent alteration in schedule. I understand and accept these conditions of my continuing employment.
- I understand that this employment application and any other company documents are not contracts of employment and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the employer at any time for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.
- I certify that if employed, I will produce document(s) to establish that I am able to work in the United States. This application will be considered active for 90 days. Applicants who wish to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Signature _____

Date _____

NOTICE TO APPLICANTS:

For information regarding your consumer credit report, please contact the following:

Trans Union Corporation
1561 E. Orangethorpe Avenue
Fullerton, CA 92631
(800) 888-4213
www.transunion.com

For information regarding your consumer investigative report, please contact the following:

IMI Data Search, Inc.
4333 Park Terrace Drive Ste. 220
Westlake Village, CA 91361
(800) 860-7779
www.imidatasearch.com

Please Note: The above referenced reporting agencies can provide you with a copy of their respective report; however, the reporting agencies did not consult or make any adverse decision regarding your employment and is not able to provide you with specific reasons why the adverse action was taken.

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

You may have additional rights under Maine's FCRA, Me. Rev. Stat. Ann. 10, Sec 1311 et seq.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:</p>	<p>a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590</p>
<p>4. Creditors Subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F St NE Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>