

Thank you for your recent inquiry regarding seasonal employment at the Iroquois Hotel. This letter does not constitute an offer of a position, only that positions are available and further steps are required in the application process before a position is secured.

Enclosed is an employment application. We have positions open in housekeeping, maintenance, front desk, bicycle shop, dining room and the kitchen. As we are open late into the fall, your departure date is very important as it is necessary that you work as long as you are available. Please do not make a commitment that you are unable to fulfill.

Please fill out the application and return it to our office. All references listed should include the name of a contact person or supervisor, as well as the name and telephone number of the place of business.

At the Iroquois Hotel, we try to interview every candidate personally through job fairs or planned recruiting trips. If a personal interview is not possible a telephone interview is the next best way. During this process we would like to be able to put a face with a name. Therefore, a photo returned with your application would be appreciated although not mandatory. If you do not wish to send a photo with your application, your chances of employment will not diminish.

The Iroquois Hotel reserves apartment style housing for their staff. It is located close to the hotel. Each apartment has five bedrooms, each with its own bathroom and two twin beds. Apartments also have a kitchen area complete with a microwave, sink and refrigerator.

The commissary provides a community room with color TV, VCR, regulation-size pool table, coin-operated laundry equipment and a computer with Internet access. The housing is available for a weekly charge and includes rent, utilities, continental breakfast, light lunch and dinner daily.

All employees work six days per week, approximately 38-52 hours per week.

I look forward to hearing from you.

Sincerely,

Marti McIntire  
Operations Manager

Winter Office  
Phone (906) 643-8293  
Fax (906) 643-8274  
marti@iroquoishotel.com

# Iroquois Hotel

P.O. Box 456  
Mackinac Island, MI 49757  
[marti@iroquoishotel.com](mailto:marti@iroquoishotel.com)

**May-Oct**  
(906) 847-3321

**Nov-April**  
(906) 643-8293

THIS ORGANIZATION IS AN EQUAL OPPORTUNITY EMPLOYER. FEDERAL AND STATE LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT PRACTICES BECAUSE OF RACE, COLOR, RELIGION, AGE OR NATIONAL ORIGIN. NO QUESTION ON THIS APPLICATION IS ASKED FOR THE PURPOSE OF LIMITING OR EXCLUDING ANY APPLICANT'S CONSIDERATION FOR EMPLOYMENT BECAUSE OF HIS OR HER RACE, COLOR, RELIGION, SEX, AGE OR NATIONAL ORIGIN.

Name: \_\_\_\_\_ Social Security# \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Home Phone# (\_\_\_\_) \_\_\_\_\_ Cell or Alternate# (\_\_\_\_) \_\_\_\_\_

College Status (freshman, etc): \_\_\_\_\_ Citizenship: \_\_\_\_\_

Have you ever worked on Mackinac Island before? \_\_\_\_\_ If yes, where? \_\_\_\_\_

Do you have any medical, physical or mental impairments which would interfere with your ability to do the job for which you have applied? \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

In Case of an accident or emergency, contact: Name \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

Position Desired: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

First Day Available for work \_\_\_\_\_ Last Day available for work \_\_\_\_\_

## FORMER EMPLOYERS

1. EMPLOYER:	FROM	TO	DESCRIBE DUTIES:
SUPERVISOR & PHONE #	ADDRESS		
JOB TITLE	SALARY/HOURLY WAGE		REASON FOR LEAVING
	BEGINNING	ENDING	
2. EMPLOYER:	FROM	TO	DESCRIBE DUTIES:
SUPERVISOR & PHONE #	ADDRESS		
JOB TITLE	SALARY/HOURLY WAGE		REASON FOR LEAVING
	BEGINNING	ENDING	
3. EMPLOYER:	FROM	TO	DESCRIBE DUTIES:
SUPERVISOR & PHONE #	ADDRESS		
JOB TITLE	SALARY/HOURLY WAGE		REASON FOR LEAVING
	BEGINNING	ENDING	

US MILITARY: BRANCH \_\_\_\_\_ HIGHEST RANK \_\_\_\_\_ DUTY SPECIALTY \_\_\_\_\_

**Please Check Types of Previous Work Experience**

Accounting	Cook	Filing	Maintenance
Bartending	Computer Experience	Host/Hostess	Night audit
Bicycle Repair	Data Processing	Hotel Front Desk	Switchboard
BusPerson	Dishwasher	Housekeeping	Wait Staff
Cashier	DockPorter/Bellman	Laundry	Other

Who referred you to the Iroquois Hotel? \_\_\_\_\_

Are you attending or have you completed any food service training programs such as service training, bartenders apprentice, cook apprenticeship or the like? \_\_\_\_\_

List hobbies/ interests /talents: \_\_\_\_\_

List computer programs you are familiar with: \_\_\_\_\_

**EDUCATION:**

Type of School	Name & Location	Degree / G.P.A. / Dates Attended
High School		
College		
Other		

**REFERENCES** (Other than family)

Name	Phone #	Occupation /	Years Known

Are you at least 18 years of age? \_\_\_\_\_

Do you require Housing? \_\_\_\_\_

I hereby authorize all employers for whom I have worked in the past to furnish any information which the Iroquois Hotel may request concerning my past employment or activities and I hereby release all such employers from any liability in connection therewith.

I authorize the Iroquois Hotel to use its personnel or any investigative agency to investigate my employment record, health, education, criminal conviction record and financial record. I also authorize all my employers and former employers, references, credit reporting agencies/bureaus, medical representatives to provide the Iroquois Hotel with all record and information from all liabilities arising from such disclosures: and I waive any rights to notice of such disclosures.

I have made true, correct and complete answers and statements on this application in the knowledge that they will be relied upon in considering my application for employment. I understand that any omission, false answer or statement made by me on this application or any supplement to it, will be sufficient grounds for my discharge.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_