**TMW Hospitality Management & Consulting, LLC**
tmwhmcllc.com | tmwhmcllc@gmail.com | 816-634-8594

# Employment Application

Complete electronically, save your answers, and return using the method provided by TMW. Use N/A where appropriate.

**Application date (MM/DD/YYYY)**

**Full legal name**

**Preferred name (optional)**

**Birthday / date of birth (MM/DD/YYYY) - OPTIONAL**

Birthday may be left blank. TMW does not use age to rank applicants or make unlawful hiring decisions.

**Phone number**

**Email address**

**City**

**State**

**ZIP code**

**Preferred contact method / best time to reach you**

## Positions of interest - select all that apply

- ☐ Housekeeping
- ☐ Laundry
- ☐ Front desk
- ☐ Night audit
- ☐ Maintenance
- ☐ Housekeeping supervisor
- ☐ Assistant general manager
- ☐ General manager
- ☐ Traveling task force

**Other position / first-choice position**

## Are you legally authorized to work in the United States?

- ○ Yes
- ○ No

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# Availability and Work Preferences

Tell us when and where you can work. Availability will be discussed for each opportunity.

**Preferred work cities and states**

**Earliest start date (MM/DD/YYYY)**

**Desired pay and basis (hourly / salary / negotiable)**

## Employment preference - select all that apply

- ☐ Full-time
- ☐ Part-time
- ☐ Temporary
- ☐ Seasonal
- ☐ Travel assignments
- ☐ Local assignments

## Days available - select all that apply

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday

**Available hours / shifts for each day**

**Preferred weekly hours / maximum weekly hours**

**Notice needed for a schedule or assignment**

## Willing to travel for assignments?

- ○ Yes
- ○ No
- ○ Depends on assignment

## Willing to relocate temporarily?

- ○ Yes
- ○ No
- ○ Depends on assignment

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# Experience Skills and Qualifications

Select skills you have used. List current qualifications; no medical or identity documents are requested.

**Years of hospitality experience**

**Supervisory experience / largest team managed**

**Hotel brands and property types worked with**

## Hotel skills - select all that apply

- [ ] Checkout cleaning
- [ ] Stayover cleaning
- [ ] Room inspections
- [ ] Laundry operations
- [ ] Linen inventory
- [ ] Chemical safety
- [ ] Front desk / check-in
- [ ] Reservations
- [ ] Night audit
- [ ] Cash handling
- [ ] Guest service recovery
- [ ] Property maintenance
- [ ] Work-order tracking
- [ ] Scheduling
- [ ] Staff training
- [ ] Hiring coordination
- [ ] Revenue management
- [ ] Hotel budgeting
- [ ] PMS / hotel software
- [ ] Excel / reporting
- [ ] Extended-stay operations
- [ ] Brand standards
- [ ] Property turnarounds
- [ ] Team leadership

**Hotel systems / software / equipment used**

**Relevant education or training (school/program and credential; graduation year optional)**

**Other skills, languages used professionally, certifications or qualifications**

# Employment History

Provide your two most recent employers here. Continue with a third employer on page 5. Do not include past pay.

☐ I have no previous employment history; relevant school or volunteer experience may be listed.

## Employer 1

**Employer / business name**

**City and state**

**Job title**

**Start and end dates (or current)**

**Supervisor name and title**

**Business phone or email**

**Responsibilities, achievements, and reason for leaving**

**May we contact? Enter Yes, No, or Only after speaking with me**

## Employer 2

**Employer / business name**

**City and state**

**Job title**

**Start and end dates (or current)**

**Supervisor name and title**

**Business phone or email**

**Responsibilities, achievements, and reason for leaving**

**May we contact? Enter Yes, No, or Only after speaking with me**

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# Additional History and References

Professional, school, or volunteer references are welcome. Obtain permission before providing another person's contact information.

## Employer 3 / additional relevant experience

**Employer / business name**

**City and state**

**Job title**

**Start and end dates**

**Supervisor name and business phone/email**

**Responsibilities and reason for leaving**

**May we contact? Yes / No / Only after speaking with me**

## References - list up to three

**Reference 1: name and professional relationship**

**Phone and/or email**

☐ Permission obtained

**Reference 2: name and professional relationship**

**Phone and/or email**

☐ Permission obtained

**Reference 3: name and professional relationship**

**Phone and/or email**

☐ Permission obtained

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# Travel Details and Applicant Acknowledgment

Review your answers. Save the completed PDF before returning it; a resume may be attached separately.

**Travel radius, preferred assignment length, and lodging or transportation needs**

**Certifications: name, issuing organization, expiration date (or None)**

**Resume filename / portfolio link (optional; attach resume separately)**

**Additional job-related information or scheduling restrictions (optional)**

## Application privacy notice

TMW Hospitality Management & Consulting, LLC uses application information to assess qualifications, contact applicants, coordinate recruitment, and maintain required hiring records. Authorized personnel and service providers supporting recruitment may access information as needed. TMW will discuss sharing your application with a hotel client before doing so. Birthday is optional and is not used for unlawful age discrimination. Records are retained for recruitment and applicable recordkeeping needs. Questions, corrections, or deletion requests, subject to required retention, may be sent to tmwhmcllc@gmail.com. Do not include Social Security numbers, banking details, ID copies, medical information, or immigration documents. Employment eligibility verification occurs during hiring.

## Acknowledgments - check each statement

- [ ] I certify that my application is accurate to the best of my knowledge.
- [ ] I have read the application privacy notice.
- [ ] I understand that applying does not guarantee employment or an assignment.

**Typed applicant name / acknowledgment**

**Date**

TMW considers applicants without unlawful discrimination. For application assistance, call 816-634-8594. This PDF does not submit itself or upload a resume; return it using TMW's provided submission method.