



# Fort William Henry Corporation

48 Canada Street, Lake George, New York 12845  
(518) 964-6613 or 668-3081 Fax-(518) 964-6629  
[hr@fortwilliamhenry.com](mailto:hr@fortwilliamhenry.com)



## EMPLOYMENT APPLICATION

Date \_\_\_\_\_ How were you referred to us? \_\_\_\_\_

All qualified applicants will be considered without regard to age, creed, race, color, sex, sexual orientation, national origin, marital status, disability, military status, domestic violence victim status, arrest record, conviction record, predisposing genetic characteristics. No room or board is provided. Working papers are mandatory for employees under age 18. We are an equal opportunity employer.

### PERSONAL DATA (please print)

Name		Telephone	
Permanent Address		Cell phone	
Local Address		Email address	
Have you worked for FWH or Best Western before?		If so, reason for leaving?	

Have you ever been convicted of anything other than a minor traffic violation? Explain.

### HERE'S WHAT WE ARE LOOKING FOR

Fort William Henry seeks to employ individuals that meet our standards of professionalism and quality service. Below are some of the characteristics that will help you perform your job well. Do you feel you meet our qualifications?

- A healthy workplace is the direct result of employees taking ownership on a personal level as well as a team effort. Taking responsibility for your actions says a lot about your character.
- Creating a culture of respect is everyone's responsibility. Earning and giving respect builds a team of individuals who are focused on a common goal.
- Employers expect to trust their employees. How do you show trust to your employer? Stay away from gossip and hearsay, and expect your coworkers to do the same.
- Having a good work ethic refers to being professional, diligent and caring about your work and the people you work with. FWH is looking for employees with this strong characteristic.
- Hospitality is defined as the friendly and generous reception and entertainment of guests and visitors. This is what our business is based on – Adirondack Hospitality.
- Good communication skills are essential in every job, and especially when working with the public. A pleasant voice, calm demeanor and positive attitude go a long way in making a guest feel welcome.
- Being open-minded and adaptable to changes, having flexibility in your schedule and assisting where needed.

### EDUCATION

Name and address of school

Major

Year completed

College	Name and address of school	Major	Year completed			
			1	2	3	4
High School/ Voc-Tech			9	10	11	12

Do you have any special activities which start late in summer, such as football or soccer practice, college orientation, etc?

If so, list and give approximate starting date: \_\_\_\_\_

Can you operate: Cash register? \_\_\_\_\_ Computer? \_\_\_\_\_ Micros? \_\_\_\_\_

Are you qualified for work opportunity and welfare to work credits (WOTC)? YES \_\_\_\_\_ NO \_\_\_\_\_

**Employment History** – Please list your past jobs **AND** attach resume if you have one with you. Start with your most recent job and work your way back, use an additional sheet of paper if needed.

Company Name		Telephone number	
Street Address		City	State
Supervisor/Title		From(mo/yr)	To (mo/yr)
Position		Starting Wage \$	Ending Wage \$
Duties/Responsibilities			
What did you like most about this job?		What did you like least?	
Reason for leaving			

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Street Address		City	State
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**AVAILABILITY** – If you were to make your own schedule what would it be?

When?	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>In:</b>							
<b>Out:</b>							

Are there any restrictions on your schedule? \_\_\_\_\_

Are you employed elsewhere? \_\_\_\_\_ If so, where? \_\_\_\_\_

What rate of pay are you expecting to start at? \$ \_\_\_\_\_ Do you have a valid driver's license? \_\_\_\_\_

Are you fluent in a language other than English? \_\_\_\_\_ If so, which? \_\_\_\_\_

Emergency contact: NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**JOB PREFERENCES** (number in order of preference)

Office/Data Entry	Wait Person	Fife & Drum Corp
Front Desk	Bus Person	Retail Counter/Cashier
Concierge	Hostess/Host	Food Service Counter/Cashier
Parking Attendant/Grounds	Cook/Chef	Graphic Artist
Housekeeping	Food Preparation Person	Security
Laundry	Dishwasher	Banquets/Setup
Linen Person/Runner	Bartender	Management
Maintenance/Grounds	Fort Restoration Guide	Driver

***To help us get to know you better, please answer the following questions:***

Why are you applying at Fort William Henry/Best Western?

How do you spend your free time?

What has been your greatest accomplishment?

What does “to see through the eyes of the guest” mean?

Did you have a favorite boss and if so, what makes him/her stand out to you?

If hired, how long do you expect to work for Fort William Henry/Best Western? Why?

***Situational Questions***

A customer buys a t-shirt for \$15 and a hat for \$7. There is 7% tax on this purchase.

What is the total bill? \_\_\_\_\_

The customer’s purchase comes to \$11.48. They give you a ten dollar bill and a five dollar bill.

What is the proper amount of change to give them back? \_\_\_\_\_

Your manager asks you to mark the packaged fudge at 25% off the regular price of \$3.00/per pound.

What is the discounted price per pound? \_\_\_\_\_

Museum admission is \$16.95 for adults and \$7.95 for children ages 5-15 (prices include tax). A family of 4 arrives, mom, dad, a 12-year old, and a baby. What is their total amount? \_\_\_\_\_

***What Would You Do?***

\*You are one of 3 front desk clerks waiting on a long line of people checking in at 4pm. The front desk phone rings, what do you do?

\*As a housekeeper, you arrive at 9am to begin the checkouts, but your cart isn't stocked with the linens you need. What do you do?

\*Why is it important to acknowledge the customer's arrival?

\*You often work with Brian and he never does his share of the work. What do you do?

\*Your shift is over and your replacement hasn't arrived. What do you do?

\*You are a server at a restaurant with 4 tables already seated, and have another table assigned. How do you handle the customers?

***IMPORTANT INFORMATION***

I understand that if I am offered employment I am required to provide identification of U.S. citizenship or proof of eligibility to be employed as an alien in the United States. I also understand that I can voluntarily end my employment or be terminated at any time for any reason or no reason at all. For the protection of employees, guests and other persons on company property. The Fort William Henry Corporation uses surveillance cameras which may be concealed.

The Fort William Henry Corporation is an equal opportunity employer. Applicants may be required to undergo drug screening as part of the application process. Employees of the Fort William Henry Corporation may be required to undergo random drug screening. The Fort William Henry Corporation provides a hostility-free work environment and therefore will not tolerate sexual harassment, violence or harassment in any form. I certify that the statements made on this application are true and complete. Giving incomplete or false information for employment or other employment matters is a serious matter and is grounds for dismissal and forfeiture of related benefits.

I authorize the contacting of all former and current employer references listed and all educational institutions. All references are authorized to release all information requested which they might have about me. I hereby release the Fort William Henry Corporation and all references from any liability which might be claimed because of information provided by such references. I understand all of the above.

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In order to be considered for employment, applicant MUST sign below.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_