

# Housekeeper

Best Western Antelope Inn  
Red Bluff, CA

**Hours:** 20 - 40 hours per week,  
Days will vary, weekends are **required**  
**Wage:** \$11.00 per hour



## Position Requires:

- 2 – 3 years' experience is a plus
- Cleaning guest room: vacuums, dusts, makes beds, clean bathrooms (tub, sink, toilet, and tiles), empties trash.
- Moves furniture, straightens bed, table skirts, curtains and bedspreads.
- Washes interior windows, door panels and sills.
- Some laundry
- Freshens and folds linens, maintains ample stock of supplies on cart to clean rooms.
- Replenishes bathroom supplies (towels, soap, shampoo) drinking glasses, and writing supplies.
- Restocks Guest Services Binder.
- Time management, must be able to work in a fast paced environment.
- Must be available to work any shift.
- Must be 18 years of age to apply.
- High school diploma or GED; or one year of previous experience Housekeeping or equivalent combination of experience and education.
- Work will require regular lifting and or moving of up to 10 pounds.
- Frequently lifting or moving up to 20-40 pounds.
- Bilingual English/Spanish highly preferred!

**Deadline To Apply:** Open Until Filled

## **To Apply:**

Submit a completed JTC standard application with resume and a completed Job Application Questionnaire direct to the employer at 203 Antelope Blvd, Red Bluff.

# Standard Employment Application

An Equal Opportunity Employer

Name (Last, First, MI) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Position applying for: \_\_\_\_\_ Have you ever applied to or worked for \_\_\_\_\_ before?  Yes  No

Company Name \_\_\_\_\_

If yes, when? \_\_\_\_\_ Do you have any friends or relatives working for \_\_\_\_\_  Yes  No

Company Name \_\_\_\_\_

If yes, state name and relationship: \_\_\_\_\_

Name

Relationship

-If hired, would you have a reliable means of transportation to and from work?  Yes  No

-Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)  Yes  No

-Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?  Yes  No If no, describe the functions that cannot be performed: \_\_\_\_\_

*(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, skill and/or agility tests.)*

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, morale, or if doing so could create conflicts of interest.

## Education, Training and Experience

	School Name	City	State	Number of Yrs. Completed/Degree Earned	Did You Graduate?
High School					
College/University					
Vocational School					

## Business References

List below three persons not related to you who have knowledge of your work performance within the last three years

Name	Occupation	Phone Number	Relationship	No. of Years Acquainted

**Employment History**

List below all present and past employment starting with your most recent employer (last five years is sufficient). You must complete this section even if attaching a resume.

<b>Employer</b>		<b>Dates Employed</b>		<b>Supervisor</b>
		<b>From</b>	<b>To</b>	
<b>Type of Business</b>				<b>Reason for Leaving</b>
<b>Duties Performed</b>				
<b>Phone</b>	<b>Your Position</b>			<b>May we contact this employer for a reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employer</b>		<b>Dates Employed</b>		<b>Supervisor</b>
		<b>From</b>	<b>To</b>	
<b>Type of Business</b>				<b>Reason for Leaving</b>
<b>Duties Performed</b>				
<b>Phone</b>	<b>Your Position</b>			<b>May we contact this employer for a reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employer</b>		<b>Dates Employed</b>		<b>Supervisor</b>
		<b>From</b>	<b>To</b>	
<b>Type of Business</b>				<b>Reason for Leaving</b>
<b>Duties Performed</b>				
<b>Phone</b>	<b>Your Position</b>			<b>May we contact this employer for a reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Note: Attach additional page(s) if necessary.

**Please Read Carefully, Initial Each Paragraph and Sign Below.**

Initials	I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
Initials	I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
Initials	I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.
Initials	In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Date

Applicant's Signature

Date \_\_\_\_\_

**Job Application Questionnaire**

**Employer (if listed)** \_\_\_\_\_

**Job Title** \_\_\_\_\_

**Contact Information**

Full Name: \_\_\_\_\_

*First*

*Last*

*M.I.*

Primary Phone: (    ) \_\_\_\_\_ Alternate Phone: (    ) \_\_\_\_\_

**Questionnaire**

Do you meet all of the qualifications listed on this job flyer? Yes No

Are you bilingual in any languages? Yes No If yes, please list:

\_\_\_\_\_

Do you have a current CA Food Handlers Certificate? Yes No

Do you have reliable transportation? Yes No

Why are you interested in this specific position?

\_\_\_\_\_  
\_\_\_\_\_

What 3 strengths have helped you succeed in previous positions and how did these skills help the business?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please describe a difficult customer or co-worker experience you've had. What did you do in this experience and what was the outcome?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In your opinion, what are the 3 most important skills needed in this position?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Are there any areas of this position you feel you'd need training? If so, please list.

\_\_\_\_\_  
\_\_\_\_\_

Please describe a situation where you provided excellent customer service.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the hours you are available to work during the next 6 months (*example 7:00am – 4:00pm*).

M	T	W	Th	F	Sa	Su

**Thank you** for your interest in this position, please submit your application materials including this questionnaire to a Career Center Staff Person.