

LOTTE

HOTEL GUAM

The Lotte Hotel Guam is one of Asia's top hospitality companies operated by Lotte Hotel Co., Ltd., the hospitality division of the Lotte Group. The company was founded in 1973, and operates hotels in Korea, Japan, Vietnam, Russia and now Guam.

LOTTE HOTEL GUAM

Has Openings For

ROOMS

Director of Rooms

(Japanese, Korean, or Chinese language a Plus)

Front Office Reception

Guest Relations Officer

(Japanese, Korean, or Chinese language preferred)

Reservations/Operator

Bell/Valet Attendant

Lifeguard (Certification Required)

Kids & Fitness Attendant

HOUSEKEEPING

Houseman (On-call)

Room Attendant (On-call)

Public Area Attendant (On-call)

Linen & Uniform Attendant (On-call)

SALES & MARKETING

Japan Sales Manager

Korea Sales Coordinator

CORPORATE PLANNING

Corporate Planning Assistant

(Korean language preferred)

FOOD & BEVERAGE

Wait Staff (On-call)

Bartender (On-call)

CULINARY

Baker

Staff Cafeteria Cook

Steward (On-call)

ENGINEERING

Engineering Assistant Manager

Electrical/Mechanical Supervisor

Electrical Technician (Temporary)

Plumber (Temporary)

HVAC/Kitchen Technician

AV Technician

We offer competitive pay and benefits.

Applicants can stop by our Human Resources office Monday through Friday from 8:30 am to 4:30 pm to pick up an application or send a resume with a cover letter to lotteguamhr@lotte.net.

Please indicate position interested in for resume and cover letter sent to our email.

No phone calls please.

Submission of Police and Court Clearances are **not accepted** with Application.

We are an Equal Employment Opportunity Employer.

Federal Law requires presentation of proof of identity and eligibility to work in the US Territory.

We comply with this law on a nondiscriminatory basis.

Vacancies Effective as of 04/24/2018

Employment Application



GENERAL INFORMATION

NAME (LAST, FIRST, MI)			DATE OF APPLICATION	
MAILING ADDRESS		CITY	STATE	ZIP CODE
HOME PHONE	BUSINESS PHONE	ALTERNATE PHONE	SOCIAL SECURITY NUMBER	
DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE UNITED STATES?		ARE YOU AT LEAST EIGHTEEN (18) YEARS OF AGE?		
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		
HAVE YOU EVER BEEN EMPLOYED BY LOTTE HOTEL GUAM?		IF YES, PROVIDE DATES AND POSITION		
<input type="checkbox"/> YES <input type="checkbox"/> NO				
ARE YOU RELATED TO ANYONE EMPLOYED AT LOTTE HOTEL GUAM?		IF YES, PROVIDE NAME AND RELATIONSHIP		
<input type="checkbox"/> YES <input type="checkbox"/> NO				
ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB YOU ARE APPLYING FOR, WITH OR WITHOUT REASONABLE ACCOMMODATION?				
<input type="checkbox"/> YES <input type="checkbox"/> NO				
HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN?				
<input type="checkbox"/> NO <input type="checkbox"/> YES, PLEASE EXPLAIN:				

EMPLOYMENT INTEREST

THE POSITION(S) YOU ARE APPLYING FOR:

EDUCATION

TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE	DEGREE RECEIVED	MAJOR
HGH SCHOOL					
JR. OLLEGE/COLLEGE					
GRADUATE SCHOOL					
OTHER					

SPECIAL SKILLS

OFFICE MACHINES YOU CAN OPERATE	YOUR TYPING SPEED	COMPUTER KNOWLEDGE

THE HOURS YOU CAN WORK:

<input type="checkbox"/> MORNINGS ONLY:	<input type="checkbox"/> AFTERNOONS ONLY:	<input type="checkbox"/> NIGHTS ONLY:	<input type="checkbox"/> AM FLEXIBLE
FROM / TO	FROM / TO	FROM / TO	Any Time/Any Day

CHECK THE DAYS YOU CAN WORK:

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun / ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun / ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

WHAT ATTRACTED YOU TO APPLY AT LOTTE HOTEL GUAM?

WHY DO YOU THINK YOU WOULD MAKE A GOOD ADDITION TO OUR TEAM?

REFERENCES

LIST TWO PAST EMPLOYERS AS REFERENCES

NAME & ADDRESS		TELEPHONE		OCCUPATION	YEARS KNOWN
1		HM			
		WK			
2		HM			
		WK			

EMPLOYMENT HISTORY

PLEASE LIST PRESENT AND PAST EMPLOYMENT, STARTING WITH YOUR MOST RECENT EMPLOYER. IF YOU HELD MORE THAN ONE POSITION WITH THE SAME EMPLOYER, PLEASE LIST EACH POSITION SEPARATELY. PLEASE INCLUDE MILITARY SERVICE. YOU MAY ALSO INCLUDE VOLUNTEER WORK. PLEASE ACCOUNT FOR PERIODS OF UNEMPLOYMENT.

EMPLOYER (1)

ADDRESS

TYPE OF BUSINESS		NAME & TITLE OF IMMEDIATE SUPERVISOR		TELEPHONE	
DATES EMPLOYED		SALARY		STATUS	
FROM	TO	STARTING	FINAL	<input type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME
YOUR POSITION TITLE AND DESCRIPTION OF DUTIES					

REASON FOR LEAVING

MAY WE CONTACT THIS EMPLOYER?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO, STATE REASON	YOUR NAME THEN, IF DIFFERENT
-------------------------------	--	---------------------	------------------------------

EMPLOYER (2)

ADDRESS

TYPE OF BUSINESS		NAME & TITLE OF IMMEDIATE SUPERVISOR		TELEPHONE	
DATES EMPLOYED		SALARY		STATUS	
FROM	TO	STARTING	FINAL	<input type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME
YOUR POSITION TITLE AND DESCRIPTION OF DUTIES					

REASON FOR LEAVING

MAY WE CONTACT THIS EMPLOYER?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO, STATE REASON	YOUR NAME THEN, IF DIFFERENT
-------------------------------	--	---------------------	------------------------------

EMPLOYER (3)

ADDRESS

TYPE OF BUSINESS		NAME & TITLE OF IMMEDIATE SUPERVISOR		TELEPHONE	
DATES EMPLOYED		SALARY		STATUS	
FROM	TO	STARTING	FINAL	<input type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME
YOUR POSITION TITLE AND DESCRIPTION OF DUTIES					

REASON FOR LEAVING

MAY WE CONTACT THIS EMPLOYER?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO, STATE REASON	YOUR NAME THEN, IF DIFFERENT
-------------------------------	--	---------------------	------------------------------

EMPLOYER (4)	ADDRESS
--------------	---------

TYPE OF BUSINESS	NAME & TITLE OF IMMEDIATE SUPERVISOR	TELEPHONE
------------------	--------------------------------------	-----------

DATES EMPLOYED		SALARY		STATUS	
FROM	TO	STARTING	FINAL	<input type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME

YOUR POSITION TITLE AND DESCRIPTION OF DUTIES

REASON FOR LEAVING

MAY WE CONTACT THIS EMPLOYER?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO, STATE REASON	YOUR NAME THEN, IF DIFFERENT
-------------------------------	--	---------------------	------------------------------

APPLICANT CERTIFICATION

PLEASE READ CAREFULLY BEFORE SIGNING

I HEREBY CERTIFY THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE OR MISLEADING STATEMENTS OR MATERIAL OMISSIONS, WHENEVER DISCOVERED, REGARDING THIS APPLICATION OR ANY ACCOMPANYING RESUME, ARE GROUNDS FOR REFUSAL OF EMPLOYMENT, OR IF EMPLOYED, DISMISSAL FROM EMPLOYMENT.

I UNDERSTAND THAT IF EMPLOYED, MY EMPLOYMENT WITH LOTTE HOTEL GUAM IS AT WILL, WHICH MEANS I AM FREE TO RESIGN AT ANY TIME, WITH OR WITHOUT NOTICE, AND WITH OR WITHOUT CAUSE AND THE HOTEL IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE, AND WITH OR WITHOUT CAUSE. I FURTHER UNDERSTAND THAT NO ONE OTHER THAN THE GENERAL MANAGER IS AUTHORIZED TO ENTER INTO ANY CONTRACTS OR EMPLOYMENT AGREEMENTS ON BEHALF OF THE HOTEL, AND ALL CONTRACTS OR EMPLOYMENT AGREEMENTS, IF REQUIRED, MUST BE IN WRITING AND SIGNED BY MYSELF AND THE GENERAL MANAGER.

I UNDERSTAND THAT I MAY BE REQUIRED TO SUBMIT TO A DRUG SCREENING, AS A CONDITION OF EMPLOYMENT, AND AT ANY TIME DURING MY EMPLOYMENT, THE COST OF WHICH WILL BE PAID BY ME. IF THE DRUG TEST RESULT IS NEGATIVE LOTTE HOTEL GUAM WILL REIMBURSE MY DRUG TEST EXPENSES. I AUTHORIZE THE PHYSICIAN CONDUCTING THE EXAMINATION AND ORDERING ANY LABORATORY TESTING, TO DISCLOSE THE RESULTS OF THE EXAMINATION AND THE LABORATORY TESTS TO THE HUMAN RESOURCES MANAGER OF LOTTE HOTEL GUAM.

I AUTHORIZE LOTTE HOTEL GUAM TO MAKE ANY INVESTIGATION OF MY PERSONAL, EDUCATIONAL, FINANCIAL OR EMPLOYMENT HISTORY AND I AUTHORIZE ANY EMPLOYER AND ANY OTHER PERSON, FIRM, CORPORATION, INSTITUTION OR GOVERNMENT AGENCY TO GIVE LOTTE HOTEL GUAM ANY INFORMATION THEY MAY HAVE ABOUT ME, VERBALLY, IN WRITING, OR BY FACSIMILE TRANSMISSION. IN CONSIDERATION OF LOTTE HOTEL GUAM'S REVIEW OF MY APPLICATION FOR EMPLOYMENT, I RELEASE LOTTE HOTEL GUAM AND ALL PROVIDERS OF INFORMATION FROM ANY LIABILITY AS A RESULT OF FURNISHING OR RECEIVING THIS INFORMATION.

I UNDERSTAND THAT THIS IS ONLY AN APPLICATION FOR EMPLOYMENT, NOT A PROMISE OR GUARANTEE THE EMPLOYMENT IS CURRENTLY AVAILABLE OR THE EMPLOYMENT IS BEING OR WILL BE OFFERED TO ME. I CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE FOREGOING STATEMENTS AND THAT I SEEK EMPLOYMENT WITH LOTTE HOTEL GUAM UNDER THESE CONDITIONS.

_____ Name of Applicant (Print)	_____ Signature of Applicant	_____ Date
------------------------------------	---------------------------------	---------------

Your application will be retained in our active files for a period of three (3) months. If you have not been employed by Lotte Hotel Guam within this period of time, and you still desire to be considered for employment, it will be necessary for you to complete a new application form.

Past Employment Reference

RELEASE OF LIABILITY

EMPLOYEE NAME (PRINT)	POSITION HELD	SOCIAL SECURITY #	DATES EMPLOYED FROM TO
-----------------------	---------------	-------------------	---------------------------

I authorize Lotte Hotel Guam to make an investigation of my personal, educational, and financial or employment history and authorize any employer and any other person, firm, corporation, institution or government agency to give Lotte Hotel Guam any information they may have about me. In consideration of Lotte Hotel Guam review of my application for employment, I release Lotte Hotel Guam and all providers of information from any liability as a result of furnishing or receiving this information.

JOB APPLICANT'S SIGNATURE

DATE

EMPLOYER INFORMATION

EMPLOYER NAME

ADDRESS:

The above-named person has applied for employment with Lotte Hotel Guam. He/she has provided your company name as a current-former employer. Please complete the below requested information. We appreciate your reply.

REPLY

POSITION HELD	DATES FROM TO	SALARY (AT HIRE) PER	AT TERMINATION PER
---------------	------------------	-------------------------	-----------------------

WORK PERFORMANCE

☐ Excellent ☐ Good ☐ Satisfactory ☐ Below Average*

*PLEASE EXPLAIN

RELIABILITY/DEPENDABILITY

☐ Excellent ☐ Good ☐ Satisfactory ☐ Below Average*

*PLEASE EXPLAIN

HONESTY

☐ Excellent ☐ Good ☐ Satisfactory ☐ Below Average*

*PLEASE EXPLAIN

ATTITUDE

☐ Excellent ☐ Good ☐ Satisfactory ☐ Below Average*

*PLEASE EXPLAIN

ATTENDANCE

☐ Excellent ☐ Good ☐ Satisfactory ☐ Below Average*

*PLEASE EXPLAIN

COMMENTS

REASON FOR LEAVING

ELIGIBLE FOR REHIRE? ☐ Yes ☐ No
IF "NO", PLEASE COMMENT

COMPLETED BY Print Name:	TITLE	DATE
Signature:		
PLEASE RETURN VIA E-MAIL TO: LOTTE HOTEL GUAM HR E-MAIL: lotteguamhr@lotte.net		