



**Dates Employed**                      **Company Name & Address**                      **Supervisor's Name**                      **Phone**

From: \_\_\_\_\_  
(MM/YY)

To: \_\_\_\_\_  
(MM/YY)

**Position Title:** \_\_\_\_\_                      **# of Employees Supervised:** \_\_\_\_\_

**Hours Per Week:** \_\_\_\_\_                      **Starting Salary:** \_\_\_\_\_                      **Ending Salary:** \_\_\_\_\_

**Duties:**

**What is your best guess as to how this manager would rate your overall performance?**

Excellent                       Very Good                       Good                       Fair                       Poor                       Impossible to Provide

**What do (did) you like most about your job?**

**What do (did) you least enjoy?**

**If you are leaving (or have already left), what was the reason for leaving?**

100% Mine                       Mutual                       100% Employer's (terminated)                       Am Not Leaving                       Other Circumstances

**Reason(s) for Leaving:**

**May we contact this employer?**

Yes                       Not at this time                       Never

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*If you need more space to list your Experience you may either use the format above and attach additional sheets or copy above and fill out or attach resume.*

**What are your long-term work goals?**

**What are your long term personal goals?**

**What special skills, talents, or interests do you bring that relate to work at the hotel?**

**Why do you wish to work at the Balch Hotel?**

**Desired Hours Per Week:**

**Our Mission:**

The Balch Hotel is a unique, boutique hospitality experience that joins the stunning natural beauty of the Columbia River gorge with local, sustainable, community-centered resources in an elegant, historic, retreat-like setting.

**Required Training:**

- Oregon Food Handlers Permit (online free)
- OLCC Servers Permit (may be required based on job)

**Other Requirements:**

- Bi-Annual Job Meeting/Evaluation

Thank you for completing this portion of our application process. We will contact you regarding your next step.