Please attach recent passport size photograph for identification purposes only



##### Employee Profile

## Please type or complete form in capital letters

***Please ensure that you enter full dates where requested using dd-mm-yyyy format***

# Name Information

|  |  |  |  |
| --- | --- | --- | --- |
|  | Family Name |  |  |
|  | First Name |  |  |
|  | Middle Name |  |  |

# Address Information

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Home (Current) | | |  | | | | | | | | |  | |
|  | | Address | |  | | | | | | | | |  | |
|  | |  | |  | | | | | | | | |  | |
|  | |  | |  | | | | | | | | |  | |
|  | | City | |  | | | | | | State / Province |  | |  | |
|  | | Country | |  | | | | | | Postal Code |  | |  | |
|  | |  | | | | | | | | | | |  | |
|  | Permanent | | |  | | | | | | | | |  | |
|  | | Address | |  | | | | | | | | |  | |
|  | |  | |  | | | | | | | | |  | |
|  | |  | |  | | | | | | | | |  | |
|  | | City | |  | | | | | | State / Province |  | |  | |
|  | | Country | |  | | | | | | Postal Code |  | |  | |
|  | |  | | | | | | | | | | |  | |
|  | Phones/Email | | |  | | | | | | | | |  | |
|  | | Home Telephone | |  |  | |  |  |  | | | |  | |
|  | |  | Country Code | | | Area Code | | | Number | | |  | |
|  | | Mobile | |  |  | |  |  |  | | | |  | |
|  | |  | *Country Code* | | | *Area Code* | | | *Number.* | | | | |
|  | | Fax | |  |  | |  |  |  | | | |  | |
|  | |  | *Country Code* | | | *Area Code* | | | *Number.* | | | | |
|  | | E-Mail Addresses | |  | | | |  |  | | | |  | |

# Personal Information

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Gender |  | | | | | |  | Marital Status | | | |  |  | Marital Date |  |  |
|  | Native Language |  |  | | | | | | | | | | | | | |  |
|  | Date of Birth |  |  | |  | | | | |  |  | | | | | |  |
|  |  | Day | | Month | | | | | | | Year | | | | | |  |
|  | Place of Birth |  | | | | | | | |  | |  | | | | |  |
|  |  | City | | | | | | | | | | Country | | | | |  |
|  | National ID |  | | | |  |  | | |  | |  | | | | |  |
|  | *(If applicable)* | Country | | | |  | ID Type | | |  | | ID Number | | | | |  |
|  | National ID |  | | | |  |  | | |  | |  | | | | |  |
|  | *(If applicable)* | Country | | | |  | ID Type | | |  | | ID Number | | | | |  |

# Passport Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Passport Country | Nationality | Number | Issue Date | Exp Date | Place of Issue | |
|  |  |  | *dd/mm/yyyy* | *dd/mm/yyyy* | *country* | *city* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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# Work Visas

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Visa Country | Visa Type | Number | Issue Date | Exp Date | Status |
|  |  |  | *dd/mm/yyyy* | *dd/mm/yyyy* |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Family Information *(Please include only dependant children (children under the age of 18, or up to 23 if full time student)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |
| Dependant Name | Relationship | Birth Date | Place of Birth | | Gender | Passport | | Exp Date |
|  |  | *dd/mm/yyyy* | *city* | *country* |  | *citizen country* | *number* | *dd/mm/yyyy* |
|  |  |  |  |  | M F |  |  |  |
|  |  |  |  |  | M F |  |  |  |
|  |  |  |  |  | M F |  |  |  |
|  |  |  |  |  | M F |  |  |  |
|  |  |  |  |  | M F |  |  |  |
| Address if different from employee | |  | | | Type Schooling Required | | Dep 1 | |
| Phone if different from employee | |  | | | Type Schooling Required | | Dept 2 | |

# Emergency Contact Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Name | Relationship | Home Telephone | Work Telephone |  |
|  |  |  | *country code/area code/number* | *country code/area code/number* |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Education (*Please enter University/College information only)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Country | Degree/Diploma | Date Acquired | Graduated | Major | University/College |
|  |  | *dd/mm/yyyy* |  |  |  |
|  |  |  | Y N |  |  |
|  |  |  | Y N |  |  |
|  |  |  | Y N |  |  |
|  |  |  | Y N |  |  |

# Professional Qualifications

|  |  |
| --- | --- |
| Qualification | Date Attained |
|  | *mm/yy* |
|  |  |
|  |  |

# Languages

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Language | Native | Speak | | | | | Read | | | Write | | | |
|  | *Yes* | | *high* | *low* | *moderate* | *high* | | *low* | *moderate* | | *high* | *low* | *moderate* |
|  |  | |  |  |  |  | |  |  | |  |  |  |
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# Previous Work Experience with Hyatt *(Please complete this section if you have worked for Hyatt before. List present position last)*

|  |  |  |  |
| --- | --- | --- | --- |
| Hotel/Office | Dates Employed | | Position Held |
|  | *from: dd/mm/yyyy* | *to: dd/mm/yyyy* |  |
|  |  |  |  |
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|  |  |
| --- | --- |
| Reason for leaving Hyatt |  |
|  |  |
|  |  |

# Other Work Experience (*Please list present position last)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | | | Dates Employed | | Position Held |
| *name* | *country* | *city* | *from: dd/mm/yyyy* | *to: dd/mm/yyyy* |  |
|  |  |  |  |  |  |
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|  |  |
| --- | --- |
| Reason for leaving present/previous employment |  |
|  |  |
|  |  |

# External Applicants Only

Date Available Position Desired

Geographic location not considered

Any other information you consider relevant to your application

# Reference Requests (*Please indicate 3 referees who will be able to provide references on your behalf)*

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Company | Position / Association | Contact Telephone No. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Additional Information

|  |  |  |  |
| --- | --- | --- | --- |
|  | | Yes | No |
| Do you have a medical condition or restriction that may have an impact on or restrict the type of work you perform or have applied for? | |  |  |
| If yes, please explain |  | | |
|  | | Yes | No |
| Do you have any criminal convictions or a police record that may impact or restrict your employment with Hyatt or any country where you may be transferred? | |  |  |
| If yes, please explain |  | | |
|  | | | |

I confirm that the information provided on the application is true and complete and that any omission, false statement or misrepresentation on this application may be cause for refusal to hire me, or if hired, may lead to termination of my employment.

By submitting this form and any supporting documents, I confirm that I have read and agreed to the use of the personal information I am giving you in accordance with your Global Privacy Policy for Employees, which is available at (employeeprivacy.hyatt.com).

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

|  |
| --- |
| The information requested is required to establish suitability for international employment and is  not intended to contravene local legislation. Hyatt Hotels Corporation is an Equal Opportunity Employer. |