



APPLICANT POLICY

Effective December 1, 2008

American Hotel Register Company is an Equal Opportunity Employer and maintains an affirmative action plan. As such, every resume and application received must be documented and all applicants offered an opportunity to identify their race and sex. For these reasons, the following Applicant Policy has been adopted by American Hotel Register Company.

Applications and resumes will be accepted ONLY when there is an open and/or listed position.

All applicants must specify the job(s) for which they are applying. Applicants who indicate “any job” on the application will not be considered.

Incomplete applications will not be considered. Although an applicant may submit a resume along with their application, the application form must be completed in its entirety for consideration. Stating “See Resume” is not acceptable.

All applications must be directed to the Human Resources Department to be logged and considered as an applicant.

After an application has been reviewed for the specific position applied, American Hotel Register Company reserves the right to redirect the application for consideration for other appropriate open and/or posted positions for which the candidate is suitably qualified.

Applications for an open and/or listed position will be accepted until the position is filled or closed.

Unsolicited resumes will not be retained or considered. All unsolicited resumes will be discarded.

*American Hotel Register Company is an Equal Opportunity Employer.
We believe in and promote diversity in the workplace.*