

Application For Employment at Oak Terrace Resort

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For: _____ Date of Application: _____

Last Name

First Name

Middle Name

Address

City

State

Zip Code

Telephone Number(s)

Social Security Number

Email

-
1. If you are under 18 years of age can you provide required proof of your eligibility to work? Yes No
 2. Have you ever filed an application with us before? Yes No
 3. Have you ever been employed with us before? Yes No
 4. Are you currently employed? Yes No
 5. May we contact your present employer? Yes No
 6. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

7. How did you hear about this opportunity? _____
8. Are you available to work: _____ Full Time _____ Part Time _____ Temporary
9. On what date would you be available for work? _____
10. Are you currently on "lay-off" status and subject to recall? _____ Yes _____ No
11. Can you travel if the job requires it? _____ Yes _____ No
12. Have you been convicted of any crime? *Conviction will not necessarily disqualify an applicant for employment*
- | | | |
|---|-----------|----------|
| misdemeanor | _____ Yes | _____ No |
| felony | _____ Yes | _____ No |
| sex-related or child abuse related offenses | _____ Yes | _____ No |

If Yes, please explain _____

Education

Name & Address	Course of Study	Yrs.	Degree/Diploma
Elementary School			
High School			
Undergraduate College			
Graduate Professional			
Other (Specify)			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job related training received in the United States Military.

Employment Experience

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1. Employer	Dates Employed
Address	
Telephone #	
Job Title	Hours/Rate/Salary
Work Performed	Supervisor
<i>Reason for Leaving</i>	

2. Employer	Dates Employed
Address	
Telephone #	
Job Title	Hours/Rate/Salary
Work Performed	Supervisor
<i>Reason for Leaving</i>	

3. Employer	Dates Employed
Address	
Telephone #	
Job Title	Hours/Rate/Salary
Work Performed	Supervisor
<i>Reason for Leaving</i>	

If you need additional space, please continue on separate sheet of paper.

Additional Information

12. List professional, trade, business or civic activities and offices held.

(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)

13. Summarize special job related skills and qualifications acquired from employment or other experience.

14. State any additional information you may feel may be helpful to us in considering your application.

References

Name

Phone #

Address

Name

Phone #

Address

Name

Phone #

Address

Applicants Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Position(s) interviewed for _____

Date of Interview _____

Interviewer(s) _____

Remarks _____

Employed Yes No Date of Employment _____

Department(s) _____

Job Title(s) _____

Rate/Salary _____

By _____
Name/Title Date

NOTES
