

APPLICATION FOR EMPLOYMENT – HR4 (10/07)

Applicants are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

Date: _____ Date you will be available for work: _____

Personal Information:

Name: _____ SSN: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____ Cell Number: _____

Department (s) applying for:

Activities Housekeeping Maintenance Reservations/Front Desk Security

Other: _____

Have you ever worked here before? If yes, when, how long, and for which department?

Yes No _____

Type of work desired: Full time Part time

Which days and hours are you available for work? _____

Have you ever been convicted of a felony? Yes No *If yes, when, how long, and for which department?*

Military Service: _____

Educational Information:

High School:

Name of school: _____ Location: _____

Dates attended: _____ Areas of study: _____ Date of graduation: _____

College:

Name of school: _____ Location: _____

Dates attended: _____ Major: _____ Date of graduation: _____

Type of degree: _____

Graduate Studies:

Name of school (s): _____ Location: _____

Dates attended: _____ Major: _____ Date of graduation: _____

Type of degree: _____

If you need additional space, please use reverse

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NAME: _____

Special skills: *Please describe any special skills and/or qualifications for the type of work you desire*

Employment Information (beginning with most recent):

Employer: _____

Job Title: _____ Supervisor's name: _____

Street address: _____ City/State/Zip: _____

Dates of employment (month/year): _____

Reason for leaving: _____

Describe duties/responsibilities/special accomplishments: _____

Employer: _____

Job Title: _____ Supervisor's name: _____

Street address: _____ City/State/Zip: _____

Dates of employment (month/year): _____

Reason for leaving: _____

Describe duties/responsibilities/special accomplishments: _____

Personal references (*Please, do not include relatives*):

Name: _____ Relationship: _____

Telephone number where they can be reached: _____ AM PM Years known: _____

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Telephone number where they can be reached: _____ AM PM Years known: _____

Name: _____ Relationship: _____

Telephone number where they can be reached: _____ AM PM Years known: _____

If available, please submit resume

NAME: _____

1. I authorize the investigation of all statements contained in this application and release from all liability any persons or employees supplying such information; and I also release the company from all liability that might result from making the investigation.
2. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.
3. I agree, if I am offered and accept a position, to conform to all existing and future Company rules and regulations and I understand that the Company reserves the right to change wages, hours and working conditions as deemed necessary. ***I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.***
4. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.
5. I have read and reviewed the information provided in this application and the above statements. By signing this application for employment, I certify that I understand all parts of it and have answered all questions completely and fully.

Signature

Date

For Treasure Lake Human Resources Only:

Interviewed on: _____ By: _____

Comments: _____

Hired: Yes No Start Date: _____

Resume attached: Yes No

Refused employment, due to: _____
