

# SUN MOUNTAIN LODGE

## Application for Employment

### An Equal Opportunity Employer

**We do not discriminate on the basis of race, color, religion, national origin, sex, age, veteran status, sexual preference, marital status, non-job related disability or any other protected group status. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.**

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

**Job Applied For** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

Are you seeking: Full-time\_\_\_ Part-time\_\_\_ Seasonal\_\_\_ Temporary\_\_\_ employment?

How did you find out about us? Friend\_\_\_ Relative\_\_\_ Advertisement\_\_\_ Agency\_\_\_ Internet\_\_\_ Other\_\_\_

When could you start work? \_\_\_\_\_

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\_\_\_\_\_  
Last Name                      First Name                      MI                      Telephone Number

\_\_\_\_\_  
Mailing Address                      City                      State                      Zip Code

Are you 18 years of age or older?                      Yes\_\_\_ No\_\_\_  
(If you are hired, you may be asked to submit proof of age documentation)

If hired, can you furnish proof that you are eligible to work in the United States?                      Yes\_\_\_ No\_\_\_

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Have you ever applied here before? Yes\_\_\_ No\_\_\_ If yes, when? \_\_\_\_\_

Were you ever employed here? Yes\_\_\_ No\_\_\_ If yes, when? \_\_\_\_\_

Have you ever been convicted of a criminal offence (except a minor traffic violation)? Yes\_\_\_ No\_\_\_

(A "yes" answer does not automatically disqualify you from employment, since the nature of the offense, date, and the job for which you are applying will be considered).

Are you now or do you expect to be engaged in any other business or employment? Yes\_\_\_ No\_\_\_

If yes, please explain \_\_\_\_\_

What specific qualifications, if any, do you have for this position? \_\_\_\_\_

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# Work History

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references.

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Name of Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Dates Employed: From (mo/yr) \_\_\_\_\_ / \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ / \_\_\_\_\_

Pay: Start \$ \_\_\_\_\_ Final \$ \_\_\_\_\_ Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

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Name of Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Dates Employed: From (mo/yr) \_\_\_\_\_ / \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ / \_\_\_\_\_

Pay: Start \$ \_\_\_\_\_ Final \$ \_\_\_\_\_ Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

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Name of Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Dates Employed: From (mo/yr) \_\_\_\_\_ / \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ / \_\_\_\_\_

Pay: Start \$ \_\_\_\_\_ Final \$ \_\_\_\_\_ Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

Name of Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Dates Employed: From (mo/yr) \_\_\_\_\_ / \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ / \_\_\_\_\_

Pay: Start \$ \_\_\_\_\_ Final \$ \_\_\_\_\_ Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

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**\*Note:** If you need further space to list all former employment please use a blank piece of paper and attach.

### Education

_____	_____	Yes _____ No _____	_____
Name of High School or GED	Years Completed	Diploma/Degree	Subjects Studied

_____	_____	_____	_____
Address	City	State	Zip

_____	_____	Yes _____ No _____	_____
Name of College or University	Years Completed	Diploma/Degree	Subjects Studied

_____	_____	_____	_____
Address	City	State	Zip

_____	_____	Yes _____ No _____	_____
Name of Voc. or Tech. School	Years Completed	Diploma/Degree	Subjects Studied

_____	_____	_____	_____
Address	City	State	Zip

### Special Skills

What skills or additional training do you have that are related to the job for which you are applying?  
\_\_\_\_\_

What machines or equipment can you operate that are related to the job for which you are applying?  
\_\_\_\_\_

For Driving Jobs only: Do you have a valid drivers license? Yes \_\_\_\_\_ No \_\_\_\_\_

Drivers License Number: \_\_\_\_\_

Has your drivers license been suspended or revoked in the last 3 years? Yes \_\_\_ No \_\_\_ If yes, give details

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, sexual preference, marital status, disability or other protected group Status.)

## References

Have you worked or attended school under any other names? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give names: \_\_\_\_\_

Are you presently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, may we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been fired from a job or asked to resign? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Give three references, not relatives or former employers.

<u>Name</u>	<u>Address (include City, State, Zip Code)</u>	<u>Phone</u>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

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## Affidavit

### PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may justify my dismissal if discovered at a later date.

I understand that the employer may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements and I release Sun Mountain Lodge, Inc. relative to this investigation and the results.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre or post employment drug screen.

**I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice.**

I have read, understand, and by my signature consent to these statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_