



## **Application for Employment**

3080 Bagnell Dam Blvd. • P.O. Box 1930 • Lake Ozark, Missouri 65049

Phone: (573) 365-2334 • Fax: (573) 365-6887

Toll Free: (800) 532-3575

**Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.**

### **Applicant Information**

Date \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Cellular Phone \_\_\_\_\_

Social Security # \_\_\_\_\_

If hired, can you offer proof that you are at least 16 years of age?  Yes  No

### **Employment Desired**

Position applying for \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_

What type of employment are you looking for?  Full Time  Part Time  Seasonal  Temporary

Are you willing to work on a rotating schedule?  Yes  No

Shift Desired:  1st  2nd  3rd

Are you available to work on Holidays and Weekends?  Yes  No

Are you available for overtime?  Yes  No

Date you can start \_\_\_\_\_

Desired position \_\_\_\_\_

Desired starting salary \_\_\_\_\_

Please list applicable skills \_\_\_\_\_

Can you show proof of your eligibility to work in the United States?  Yes  No

Have you ever been convicted of a felony? (This will not necessarily affect your application.)

Yes  No

If yes, please describe conditions. \_\_\_\_\_

**Education**

	School Name and Location	Year	Major/Degree Graduated?
High School	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
College	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Post-College	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Training	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

In addition to your work history, are there are other skills, qualifications, or experience that we should consider?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hospitality Experience**

Have you had any experience in the hospitality industry in the past?  Yes  No

If yes, how long have you been in the hospitality industry? \_\_\_\_\_

What position did you work as? \_\_\_\_\_

**General**

Do you have reliable transportation to come to and from work?  Yes  No

Do you have any relatives employed by this organization?  Yes  No

If yes, please list:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Department \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Department \_\_\_\_\_

**Emergency Contact 1**

In case of emergency, please notify:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency Contact 2**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

**Employment History (Start with most recent employer)**

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

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

May we contact them?  Yes  No

Responsibilities \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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Company Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

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

May we contact them?  Yes  No

Responsibilities \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\*\*\*\*\*

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

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

May we contact them?  Yes  No

Responsibilities \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

**Additional Comments:**

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**Please read the following statement carefully**

If offered employment, I understand that I will be an employee of The Resort at Port Arrowhead also referred as the "Company". As such my employment is subject to rules, regulations and policies of The Resort at Port Arrowhead. Which may be amended, clarified or revised as condition warrant, but only in writing by its Chief Manager exclusively; The provision of this application and written statement, promises, contracts, understandings policies or previous manuals.

Your employment is "at will". Neither the employee nor the Company is bound to continue the employment relationship if either chooses, at their will, to end the relationship at any time. I agree that my employment may be terminated with or without cause and with or without notice, at any time at the option of the company, or the employer, its General Manager. No other representative of the employer other than the Chief Manager of The Resort at Port Arrowhead has any authority to change this policy or enter in to any agreement for employment contrary to the forgoing.

I agree to provide proper documentation of my legal right to work in the United States of America.

All applicants seeking employment with The Resort at Port Arrowhead may be required to submit to a pre-employment drug test and must receive a negative result as a condition of employment. The test will be conducted and negative results must be obtained before you start work. If you are offered employment before your test results are received, that offer is conditional. And if the results of your test are not negative, you are subject to immediate termination. The Company reserves the right to require a later drug test if your supervisor or the General Manager has reason to suspect that you are under the influence of alcohol or illegal drugs while on hotel or company property.

Equal opportunity employer –Interviewed and hired on the basis of their individual qualifications without discrimination because of race, color, religion, nationality, disability, marital status or sex except where age, sex, lack of physical/ mental ability is a bona fide qualification for the job.

I declare that my answers to the questions in this application are true and I authorize The Resort at Port Arrowhead to investigate all references and information given by me, I agree that any inaccurate or false information on this application will be cause for refusal to hire or for immediate dismissal.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_