

Sports Resort

APPLICATION FOR EMPLOYMENT

Sports Resort is an equal opportunity employer and does not discriminate against applicants or employees because of race, color, religion, national origin, sex, age, citizenship status, disability status of an otherwise qualified individual, membership or application for membership in a uniformed service, or any other characteristic protected by law. Sports Resort maintains a drug-free, smoke-free workplace.

Personal Information (please print in ink)

Last Name	First Name	Middle Initial		
If your former employment, education, or military service may be under a name other than stated above, please indicate (Last, First, Initial):				
Present Address	Street	City/State	Zip	Phone
Permanent Address	Street	City/State	Zip	Phone
Email Address	Mobile Phone			
Are you over 16 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, proof of age will be required	
Have you ever worked here? Position?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor?	If so, when?	In what department?
Reason for leaving:				
Do you have relatives working here? Relationship:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Department:	If so, who?	
Have you ever been convicted of a crime (excluding minor traffic violations)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide complete details, including the nature of the crime, the date and place of conviction, the date and place of incarceration, if any, and disposition, including any suspended sentence, fines, probation, deferred adjudication, or similar disposition. <i>Conviction of a crime is not an automatic bar to employment. All relevant circumstances, such as how long ago the conviction occurred and the crime involved, will be considered in relation to specific job requirements.</i>				
Military Service?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Branch of service:	From:	To:
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If offered a position with Sports Resort, you will be required to provide documentation that proves your identity and employment eligibility.</i>				

Employment Information

Position Desired: _____

Salary Expected:	Date available for work:
Are you applying for:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer only
What shifts can you work:	<input type="checkbox"/> Any <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights
Are you willing to work weekends or holidays?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How often did you miss work last year?	
If you are applying for part-time or temporary work, please indicate the hours, days, and length of time you are available:	
Are you able to perform the functions of the job for which you are applying as described or demonstrated to you or as listed on the job description, if one has been provided to you, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How did you hear about Sports Resort?	
<input type="checkbox"/> Journal ad, which one: _____ <input type="checkbox"/> Student employment/school, which one? _____ <input type="checkbox"/> Previously employed at this facility: _____	<input type="checkbox"/> If employee referral, name of employee: _____ <input type="checkbox"/> Placement firm: _____ <input type="checkbox"/> Other, please specify: _____

Educational History

Name of School	Location	Course of Study	# of Years Completed	Did you graduate?	Diploma or degree?
High School:					
Colleges:					
Graduate School:					
Business, Vocational, or Technical School					
Other, specify:					
Clerical Skills, if applicable: <input type="checkbox"/> Typing _____ WPM <input type="checkbox"/> Shorthand _____ WPM <input type="checkbox"/> Dictaphone <input type="checkbox"/> Data entry <input type="checkbox"/> Other office skills:					

Professional Licenses, Certifications, or Registrations

Type of License, Certification, or Registration	Issued by (state/organization)	Registration or Certification	Expiration Date

Work History

Please fill out completely even if you have a resume. Start with your present or most recent job. Please include employment history of at least seven years. List self-employment, summer, and part-time jobs. If you need additional space, please use a separate sheet of paper.

Present or Most Recent Employer:		
Job Title:		
Complete street address:		
City	State/Zip	Phone
Supervisor's name:		Supervisor's title:
Starting date:		Ending date:
Starting salary:		Ending salary:
Reason for leaving:		
Brief description of job:		
Contact name:		Contact Phone Number:
Employer:		
Job Title:		
Complete street address:		
City	State/Zip	Phone
Supervisor's name:		Supervisor's title:
Starting date:		Ending date:
Starting Salary:		Ending Salary:
Reason for leaving:		
Brief description of job:		
Contact name:		Contact Phone Number:

Work History (Continued)

Employer:		
Job Title:		
Complete street address:		
City	State/Zip	Phone
Supervisor's name:		Supervisor's title:
Starting date:		Ending date:
Starting salary:		Ending salary:
Reason for leaving:		
Brief description of job:		
Contact name:		Contact Phone Number:
Employer:		
Job Title:		
Complete street address:		
City	State/Zip	Phone
Supervisor's name:		Supervisor's title:
Starting date:		Ending date:
Starting Salary:		Ending Salary:
Reason for leaving:		
Brief description of job:		
Contact name:		Contact Phone Number:

Please Read Carefully Before Signing

APPLICANT'S CERTIFICATION AND RELEASE STATEMENT

I hereby authorize Sports Resort to contact, obtain, and verify the accuracy of information contained in this application from all law enforcement agencies and any or all of my previous employers, references, and educational institutions, and otherwise to fully investigate my suitability for employment, character, general reputation, personal characteristics, mode of living, work habits, skills, or abilities. I understand that the results of any such investigation may be disclosed to Sports Resort personnel involved in the employment decision, and I consent to the disclosure of any such information to Sports Resort by those entities and individuals.

In consideration of Sports Resort undertaking to review this application and to consider me for hire, I release and acquit Sports Resort and its agents and employees from any liability whatsoever, INCLUDING LIABILITY RESULTING FROM NEGLIGENCE OR GROSS NEGLIGENCE, for any damage that I may suffer or sustain by reason of its acquisition or use of any such information.

I certify that all information provided by me in this application is true and complete to the best of my knowledge. I understand that any misstatement, omission, falsification, or factual misrepresentation in this application may disqualify me from consideration for employment or, if hired, may result in disciplinary action up to and including termination of employment.

I acknowledge and agree that this application is not a contract or a legal guarantee of employment. If hired by Sports Resort, I understand that my employment will be at will and not for any specific term, and that either I or Sports Resort may terminate my employment at any time, with or without reason or advance notice. I further understand that no employee or representative of Sports Resort, other than the President or Chief Financial Officer, has the authority to enter into any agreement for a specified period of employment, or to make any statement contrary to the provisions outlined above.

If hired, I agree to comply with all rules, regulations, and operating procedures established by Sports Resort.

I have read and fully understand the above statements and I seek employment under those conditions.

Applicant's Signature

Date

Applicant: please do not write in this area – for facility use only.

Notes:

Management use:

- Recommended for employment Hold for future opening Not qualified for opening

Comments: _____

Human Resources use:

- References and dates of employment checked: Yes No
 Recommended for employment Hold for future opening Not qualified for opening

Comments: _____

License verification: Yes No Date: _____ By whom? _____
Method: _____ License #: _____ Expiration date: _____

I-9 form completed: Yes No

IRS Form W-4 received: Yes No

Start date: _____ Position Title: _____

Department Name: _____

Shift: _____ Hours per pay period: _____

Salary Grade: _____ Starting salary: _____

Emergency Contact: _____ Relationship: _____ Telephone: _____