



**MOUNTAIN RESORT  
& CONFERENCE CENTER**

## APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER

**Date:** \_\_\_\_\_

### PERSONAL INFORMATION

NAME		EMAIL ADDRESS	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER ( )		REFERRED BY	

### EMPLOYMENT DESIRED (PLEASE LIST DEPARTMENTS IN ORDER OF PREFERENCE)

SELECTION 1	SELECTION 2	SELECTION 3
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DATE AVAILABLE	SALARY DESIRED	DO YOU HAVE ANY FAMILY MEMBERS THAT CURRENTLY ARE EMPLOYED AT BEAR CREEK? <input type="checkbox"/> YES <input type="checkbox"/> NO
ARE YOU EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
HAVE YOU EVER WORKED FOR THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF SO, WHEN AND WHAT DEPARTMENT?

NAME AND LOCATION OF SCHOOL	COMPLETED?	DEGREE EARNED?	SUBJECTS STUDIED
HIGH SCHOOL			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			
COLLEGE/UNIVERSITY			
CERTIFICATIONS			

**IF YOU ARE UNDER THE AGE OF 18 WORKING PERMITS ARE REQUIRED. DOES THIS APPLY TO YOU?  YES  NO**

### GENERAL

SUBJECTS OR SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

### FORMER EMPLOYERS

(LIST YOUR LAST FOUR EMPLOYERS, STARTING WITH THE MOST CURRENT)

DATE MONTH AND YEAR	NAME AND PHONE # OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM TO				
FROM TO				
FROM TO				
FROM TO				

(CONTINUED ON THE OTHER SIDE)

**REFERENCES**

(GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR)

NAME	PHONE NUMBER	BUSINESS	YEARS KNOWN

**HAVE YOU EVER BEEN CONVICTED OF A FELONY, ARRESTED OR HAVE HAD EXPUNGED RECORDS? An applicant would not be disqualified from employment, consideration based upon the information provided.     YES     NO**

**IF SO, PLEASE PROVIDE DATE AND EXPLANATION \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_

**AUTHORIZATION**

**“I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I UNDERSTAND THAT EMPLOYMENT IS AT- WILL.**

**I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION. I AUTHORIZE A BACKGROUND CHECK IF APPLICABLE TO MY JOB.**

**I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE.”**

**DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_**

<b>AVAILABILITY: PLEASE LIST DAYS AND TIMES AVAILABLE TO WORK.</b>
<b>REMARKS:</b>

**FOR PERSONNEL USE ONLY**

**INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_**

**DEPARTMENT \_\_\_\_\_**

**APPROVED BY HUMAN RESOURCES \_\_\_\_\_ DATE \_\_\_\_\_**