

# Squire Boone Caverns, Inc.

## Application for Employment

Thank you for taking the time to complete an application for employment. We wish to process all applications as promptly as possible, so please be sure you have fully completed the application.

**Did an employee of Squire Boone Village refer you?**     Yes     No

**Employee's name:** \_\_\_\_\_

**Note:** Almost all employees within this company are asked at one time or another to assist with duties inside and outside the department for which they were hired. If you are hired for one of our open positions, you will be expected to work in other areas and/or positions (your pay would not change).

### Applications: Please complete the statements below

**1. Check the categories listing the type of position(s) in which you are interested. Please check all that apply. Note: You will only be considered for the types of positions you check.**

- Tour Guide
- Candle/Soap Maker
- Gristmill
- Baker
- Shopkeeper
- Maintenance
- Other: \_\_\_\_\_

(Please write in the position(s) in which you are interested)

**2. Check the categories listing the number of hours you are able or willing to work. Please check all that apply.**

- 40 hours per week
  - Between 30 and 40 hours per week
  - Less than 30 hours per week
- (Please list the number of hours you are available to work)

**3. If you are interested in seasonal employment, please check the categories listing the number of hours you are able or willing to work. Please check all that apply.**

- 40 hours per week, seasonal (Summer months)
  - Between 30 and 40 hours per week, seasonal (Summer months)
  - Less than 30 hours per week, seasonal (Summer months)
- (Please list the number of hours you are available to work)

Squire Boone Caverns, Inc.  
Application for Employment

**Please check all that apply: What days can you work (summer holidays are required):**

- Weekdays only
- Saturday
- Sunday
- Any day
- Other

**4. Check the categories listing the rate of pay you are expecting. Please check all that apply.  
Note: you will only be considered for positions with the rate of pay you check.**

- \$ 7.25 to \$8.00 an hour
- More than \$ 8.00 an hour

**5. Please check the categories listing the amount of weight you are able or willing to lift.**

- Between 25 and 35 pounds
- Between 35 and 45 pounds
- Between 50 and 55 pounds

**6. Check the categories listing the type of environment in which you are able or willing to work.  
Please check all that apply.**

- Inside
- Outside
- Dusty
- Dirty

**7. Check the categories listing the type of working conditions in which you are able or willing to work. Please check all that apply.**

- Standing all day
- Sitting all day
- Climbing stairs several times per day
- Repetitive work
- Working alone
- Working in different job positions

Squire Boone Caverns, Inc.  
Application for Employment

We appreciate your interest in Squire Boone Caverns, Inc. A clear understanding of your background and work history will aid us in our efforts to place you in a position that best matches your qualifications. Squire Boone Caverns Inc. is an equal opportunity employer. Please complete all information requested.

If you need any accommodation in completing the application process, please inform us.

(Please print legibly)

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Last) (First) (Middle) **SSN:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Current address:** \_\_\_\_\_ **How Long:** \_\_\_\_\_  
(Street) (City) (State) (Zip)  
**Home Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Age if under 18:** \_\_\_\_\_

**Referral Source:**

- Government employment agency     Private employment agency     Advertisement     Walk-in  
 Employee     Friend     School     Relative     Other: \_\_\_\_\_

**Do you have any relatives that are now or have been in the past employed by Squire Boone Caverns Inc.?**     Yes     No    If yes, who? \_\_\_\_\_

Relationship: \_\_\_\_\_

**Positions Applying For:** (Check any of which you have experience or educational training)

- Production                       Clerical/secretarial                       Grounds keeping  
 Warehouse                       Shop clerk                       Computer programming  
 Accounting                       Management                       Shipping/receiving  
 Data entry                       Customer service                       Other: \_\_\_\_\_

**Rate of Pay Expected:** \_\_\_\_\_/hr (Please indicate range or minimum acceptable)

**Have you applied previously?**     Yes     No    If yes, when? \_\_\_\_\_

**Were you previously employed by Squire Boone Caverns, Inc.?**     Yes     No    If yes, when? \_\_\_\_\_

**Are you available work:** (Check all that apply)

- Part time     Full time     Irregular shifts     Temporary     Seasonal  
 1<sup>st</sup> shift     2nd shift     3rd shift     Over 40 hours     Weekends

**Squire Boone Caverns & Village is open seven days a week during the tourist season. Not including the need for absences for religious practices during scheduled work hours, are you otherwise able to work Saturdays?**     Yes     No    **Sundays?**     Yes     No

**Are you employed now?**     Yes     No

**Are you on a lay-off and subject to recall?**     Yes     No

**If hired, what date are you able to start work?** \_\_\_\_/\_\_\_\_/\_\_\_\_

**May we contact your present employer?**     Yes     No

**Are there any other names under which records may be found?**     Yes     No  
If yes, what? \_\_\_\_\_

Squire Boone Caverns, Inc.  
Application for Employment

<b>EDUCATION</b>	<b>Name &amp; Location of School</b>	<b>Course of Study</b>	<b>Years Completed</b>		
	College				
	High School				
	Trade School				
	Other(Explain)				
Describe specialized training, apprenticeship, skills, and extra-curricular activities:					
_____					
_____					
_____					
_____					
Honors Received:					
_____					
_____					
<b>MILITARY</b>	Complete this section if you served in the US Armed Forces				
	Describe your duties and any special training:				
	_____				
_____					
Branch of Service: _____ MOS (Job Specialty): _____					
Period of Active Duty From: _____ To: _____					
What jobs did you perform? _____					
_____					
Military Training Received: _____					
<b>REFERENCES</b>	<b>Name</b>	<b>Address</b>	<b>Profession</b>	<b>Years Known</b>	<b>Phone</b>

Squire Boone Caverns, Inc.  
Application for Employment

<b>EMPLOYMENT HISTORY</b>	<b>Company Name</b>	<b>Phone:</b>
	<b>Address</b>  City                      State                      ZIP	<b>Employed (Month/Year)</b> From: __/__/__ To: __/__/__
	<b>Name of Supervisor</b>	<b>Their Job Title:</b>
	<b>Describe Your Work:</b>	<b>Your Job Title:</b>
	<b>Company Name</b>	<b>Phone:</b>
	<b>Address</b>  City                      State                      ZIP	<b>Employed (Month/Year)</b> From: __/__/__ To: __/__/__
	<b>Name of Supervisor</b>	<b>Their Job Title:</b>
	<b>Describe Your Work:</b>	<b>Your Job Title:</b>
	<b>Company Name</b>	<b>Phone:</b>
	<b>Address</b>  City                      State                      ZIP	<b>Employed (Month/Year)</b> From: __/__/__ To: __/__/__
	<b>Name of Supervisor</b>	<b>Their Job Title:</b>
	<b>Describe Your Work:</b>	<b>Your Job Title:</b>
<b>EXPLANATIONS</b>	<b>Have you ever been disciplined or fired?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____ _____ _____	
	<b>Please account for any gaps between the employment dates listed above:</b> _____ _____ _____	

Squire Boone Caverns, Inc.  
Application for Employment

<b>COMMENTS</b>	<p><b>Is there anything else you wish to tell us about yourself? (Hobbies, special interests, etc.)</b></p> <p>_____</p> <p><b>Why do you wish to work for Squire Boone Caverns?</b> _____</p> <p>_____</p>
<b>RIGHT TO WORK</b>	<p><b>Are you prevented from lawfully becoming employed in this county because of Visa or Immigration Status?</b></p> <p><b>Note:</b> As of June 1, 1987, The Immigration Reform and Control Act makes every employer in the US part of the immigration enforcement system. If hired, you will need to present a document or documents within 72 hours to verify identification and your right to work. Generally, this consists of a driver's license with picture, social security card, or state certified birth certificate.</p>
<b>OTHER</b>	<p><b>Have you been convicted of a felony within the last seven (7) years?</b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>If yes, explain:</b> _____</p> <p>_____</p> <p style="text-align: center;">A felony conviction record does not mean that you are automatically disqualified from employment with the Company. Factors such as your age at the time of the conviction, how long ago the conviction occurred, and the seriousness and nature of the violation are important and will be taken into consideration. Therefore, please give all the facts so that a proper decision can be made.</p> <p>Do you know of any reason why you would not be able to perform the job for which you are applying, with or without an accommodation?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<b>STATEMENT</b>	<p style="text-align: center;"><b>Applicant's Statement (Please read carefully)</b></p> <p>I certify that the answers herein are true and complete to the best of my knowledge.</p> <p>I understand that this application is not, and is not intended to be, a contract of employment.</p> <p>I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I further release from all liability former employers, educational institutions, personal references, or others having knowledge of my character, ability and work record responding to such inquiries by Squire Boone Caverns, Inc.</p> <p>I understand that should an offer for a position be made before all references are received and verified that continuing employment depends on obtaining satisfactory references from the sources listed herein.</p> <p>Further, I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time for any reason and without any previous notice.</p> <p>In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the Company.</p>

\_\_\_\_\_

Signature of Applicant

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

## Applicant Data Record

Applicants are considered for all positions and during employment are treated without regard to race, color, religion, sex, national origin, age, veteran status, disability, and any other legally protected status.

As employers, we comply with government regulations, including affirmative action responsibilities where they apply.

Solely to help us comply with this government record keeping, reporting, and other legal requirements, we request that you complete this applicant data record. Thank you for your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment. **Your cooperation is voluntary.**

(Please print)

Date: \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
(Last) (First) (Middle)

Current address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Position(s) applied for: \_\_\_\_\_

Referral Source:

- Employment agency       Advertisement       Walk-in       Employee  
 Friend       School       Relative       Other: \_\_\_\_\_

---

## Voluntary Survey

Check applicable:       Male       Female

Check one of the following:

Race/Ethnic Group:       White       Black       Hispanic  
 Native American/Alaskan Native  
 Asian/Pacific Islander

Check if any of the following are applicable:

- Vietnam Veteran       Disabled Veteran       Disabled Individual