**APPLICATION FOR EMPLOYMENT**

Thank you for taking the time to complete an application for employment. We wish to process all applications promptly. Please be sure to complete all of the questions below. Walk-In Applicants can review the job descriptions on Indeed.com or ask the HR manager for available positions. Your application will be reviewed by a manager. If they are interested in scheduling an interview we may contact you within 10 business days. Your application will be on file with us for at least 60 days. Note: Almost all employees within the company are asked at one time or another to assist with duties inside and outside of the department for which they were hired. If you are hired for one of our positions, you may be expected to work in other areas and positions if needed and your pay would not change.

First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Name: \_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYMENT DESIRED:** Date you can start \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pay desired\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position desired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently employed? \_\_\_\_If so may we inquire of your present employer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever worked for this company before? \_\_\_Yes \_\_\_ No  Explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you know anyone who works for our company? Yes No If yes, who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can you work any shift? \_\_\_Yes \_\_\_No  If no, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can you work overtime, including weekends? \_\_\_Yes \_\_\_No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? \_\_\_Yes   \_\_\_No

Have you been referred to the company by an employee of Squire Boone Village? If yes, who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYMENT HISTORY:** Please include a minimum of your last three positions:

**Employer #1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reason for Leaving\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer #2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer #3:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been terminated from employment or asked to resign by an employer? \_\_\_Yes \_\_\_No

**RECORD OF CONVICTION:**

During the last ten years, have you ever been convicted of a crime other than minor traffic offenses?

Yes \_\_\_\_ No \_\_\_\_ If yes, please explain in detail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness/nature of the crime, and rehabilitation will be considered). Do not include records that have been sealed from public access or expunged.

**APPLICANTS: PLEASE COMPLETE THE FOLLOWING**

1. Check the categories listing the type of position(s) in which you are interested. Please check all that apply.

* Tour Guide
* Candle/Soap Maker
* Maintenance
* Gristmiller
* Shopkeeper
* Baker
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. How many hours per week are you willing and able to work? Please check all that apply:

* 40 or higher
* Less than 40. How many hours are you available: \_\_\_\_\_\_\_\_\_\_\_\_\_

3. Check the shifts you are able or willing to work. Please note that we are open seven days a week including WEEKENDS during the tourist season. Please check all that apply.

* Saturday
* Sunday
* Monday
* Tuesday
* Wednesday
* Thursday
* Friday

4. Please check the amount of weight you are able and willing to lift.

* Between 25 and 35 pounds
* Between 35 and 45 pounds
* Between 45 and 60 pounds

5. What types of environments are you able and willing to work in? Please check all that apply.

* Inside
* Outside
* Dirty
* Dusty

6. What working conditions are you able and 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

**Please read carefully before signing:**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Squire Boone Caverns to verify their accuracy and to obtain reference information on my work performance. I hereby release Squire Boone Caverns from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that, if employed, falsified statements or omissions of facts on this application may be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules, and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

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

**THIS APPLICATION IS VALID FOR 60 DAYS FROM THE DATE ABOVE.**