

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer



PLEASE PRINT

Position(s) applied for: _____ Date of application: _____

Type of employment desired: Full-time Part-time Seasonal (please see following page)

Date you can start work: _____

What hours are you available to work? _____

Last Name		First Name		Middle	
Street		City	State		Zip
Telephone		E-mail		Social Security # (optional)	

Have you ever been employed here before? Yes No

If yes, when? From: _____ To: _____ Position held? _____

If hired, can you furnish proof you are able to work in the U.S.? Yes No

If you are under 18 can you furnish a work permit? Yes No

Will you work overtime if required? Yes No Have you ever been bonded? Yes No

Have you ever been convicted of any law violation (exclude minor traffic violations)? Yes No

If yes, give details: _____
(Such convictions may be considered only if it is substantially related to the position for which you are applying)

EDUCATION

Name of School	Location	Years completed or Degree	Main subjects studied
High School or GED			
College			
Vocational or Technical			

SPECIAL SKILLS What skills, training, or characteristics will help you perform the job-related functions of the position? _____

EMPLOYMENT HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time and any periods of unemployment. If self-employed, give firm name and supply business references. Note: A job offer may be contingent upon acceptable references from current and former employers.

Employer	Supervisor
Address	Employed From (mo/yr): To (mo/yr):
City, State, Zip Code	Pay Start \$: Final \$:
Telephone	
Title	Reason for Leaving
Duties	

Employer	Supervisor
Address	Employed From (mo/yr): To (mo/yr):
City, State, Zip Code	Pay Start \$: Final \$:
Telephone	
Title	Reason for Leaving
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Address	Employed From (mo/yr): To (mo/yr):
City, State, Zip Code	Pay Start \$: Final \$:
Telephone	
Title	Reason for Leaving
Duties	

REFERENCES

Give three business/work references who are not related to you and are not previous supervisors.

Name and Address	Telephone	Years Known

SEASONAL EMPLOYMENT

What is the earliest date that you can start work at the beginning of the season?

What is the latest date you can work until at the end of the season?

It is important that the above information is as accurate as possible so that we can determine our staff needs accurately.

Please check below the positions which would be of interest to you, so that the Human Resource office may forward your application to the appropriate department(s). Applications will be routed to departments in order of business needs.

Work Areas for the Green Lake Conference Center

- | | | |
|--|--|---|
| <input type="checkbox"/> Guest Services Clerk
(Reservations/ Switchboard) | <input type="checkbox"/> Garden Helper | |
| <input type="checkbox"/> Housekeeping Areas
(Applications will be sent to
our housekeeping contractor) | <input type="checkbox"/> Program Technician
(Sets up tables, chairs,
A/V equipment, etc. for meetings) | |
| <input type="checkbox"/> Food Service
(Busser, Dishwasher,
Kitchen help, etc.) | <input type="checkbox"/> Grounds person | |
| <input type="checkbox"/> Children's Center
(Education Credits are
preferred for this position) | <input type="checkbox"/> Security Person | <input type="checkbox"/> Waterfront/ Recreation |

Work Areas for the Golf Courses of Lawsonia

- | | | |
|--|---|--|
| <input type="checkbox"/> Dishwasher / Busser | <input type="checkbox"/> Waitstaff / Snack Shop Attendant | <input type="checkbox"/> Cook |
| <input type="checkbox"/> Ranger / Starter | <input type="checkbox"/> Golf Reservations / Pro Shop Clerk | <input type="checkbox"/> Bag Attendant |

Other:

AFFIDAVIT

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided by me in this application is true and complete. I understand that any false information or omission is grounds for refusal to hire. If hired, it may result in my dismissal if discovered at a later date. Also, any omitted or false information is grounds for the Company to refuse to accept this application.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. A photocopy of this release shall be as valid as the original and may be relied on by all persons providing information.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination, drivers license check, drug screening, and criminal background check. I consent to the release of any or all medical information and background information as may be deemed necessary to judge my capability to do the work for which I am applying. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

Business needs may make the following conditions mandatory: overtime, shift work, a rotating work schedule, a work schedule other than Monday through Friday. I understand and accept these conditions.

I understand that this application, subsequent employment, or any agreement does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I will have been hired at will of the employer and my employment may be terminated at any time, with or without cause and with or without notice.

I have read, understand, and by my signature consent to these statements.

Signature: _____

Date: _____

This application for employment shall be considered active for a period of time not to exceed twelve (12) months.

Mail completed application to: Human Resource Department
Green Lake Conference Center
W2511 State Hwy. 23
Green Lake, WI 54941-9599

The American Baptist Assembly, Inc. does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job related factors. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

Office use only.
Department

Date Sent

Department	Date Sent