

## Application for Employment

This application will remain active until the position is filled or closed. This application will not be considered unless fully completed. We are an equal opportunity employer. All applicable federal, state, and local laws will be followed to ensure consideration without regard to race, color, religion, sex, age, disability or other classification protected by law. We will make reasonable accommodations for persons with disabilities in accordance with applicable law. It is our intention that qualified applicants be given equal opportunity and that selection will be made on job-related factors. Because of the volume of applications we receive, we cannot interview or respond to all applicants. We appreciate your interest in joining our team!

PERSONAL INFORMATION							
Last Name		First		M.I.	Date		
Street Address				Apartment/Unit #			
City		State		ZIP			
Phone			E-mail Address				
Best time to call: Day _____			Time: _____		Voice Mail: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Referral Source <input type="checkbox"/> Website <input type="checkbox"/> Ad <input type="checkbox"/> Employee <input type="checkbox"/> Other							
Name of Employee who referred you:							
EDUCATION HISTORY							
	Level or Degree Attained	Number of Years Attended	Major	Grade Point Average	Name of School	Did you Graduate?	
High School			Not Applicable				
College							
Other							
WORK DESIRED							
Specific position you are applying for:			<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Date Available		
Wage Desired \$ _____ PER			Total Number of Hours Desired per Week				
AVAILABILITY							
Garland operates 7 days a week, which includes, nights, weekends and holidays. Can you meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

**EMPLOYMENT DATA** – List all employment for the last 10 years starting with the most recent employer. Also account for any periods of unemployment. If you have a resume, we would appreciate receiving it along with this completed application.

From MO/YR	To MO/YR	Employer's Name and Address	Immediate Supervisor's Name and Phone #	May we Contact	Position Title and Duties	Wage	Reason for Leaving

Have you ever been suspended, terminated, and/or forced to resign from employment? YES  If yes, describe the circumstances. NO

**Military Experience** U.S. Armed Forces Yes  No

Branch of Service	Years of Active Duty	Date of Separation	Rank

**HAVE YOU EVER DONE ANY VOLUNTEER WORK? YES [ ] NO [ ]** If yes, describe: (Omit any volunteer work which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities)

**LIST ANY HOBBIES YOU HAVE:**

**GENERAL INFORMATON**

Are you 16 years of age or older? (work permit may be required) YES  NO  Are you 18 years of age or older? (work permit may be required) YES  NO

Have you been convicted of a felony? YES  NO  If yes, when and under what circumstances

Have you ever worked for this company before? YES  NO  Position/Dates

Can you prove legal right to work in the U.S.? YES  NO

Can you perform the essential functions of the position for which you are applying? YES [ ] NO [ ] If no, please explain. (If you have any question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question).

**Please list three (3) references not related to you:**

Name	Address	Phone Number

**DISCLAIMER AND SIGNATURE**

By signing below, I certify that all information on this employment application and the attached documents is true and complete to the best of my knowledge. I authorize the company and its agents to verify all statements and information contained on such documents, and to contact any persons or entities necessary to do so. I release all such persons and entities from liability for providing this information to the company and its agents. I further acknowledge that any false, inaccurate or incomplete statement or representation made by me, either on this application, attached documents or in person, whenever or however discovered, to a representative or agent of Garland Lodge & Resort shall be an independent and sufficient basis for Garland Lodge & Resort to refuse to hire me or to terminate my employment if the falsification or omission is discovered after I become employed by Garland Lodge & Resort.

I understand that this application and other company documentation provided to me now or at any time during my employment with Garland Lodge & Resort are not contracts or other promises of employment. If I am offered employment by Garland Lodge & Resort, I understand and agree that my employment will not be for any fixed duration, but rather will be an "at-will" employment relationship, subject to termination at any time and for any reason by either me or Garland Lodge & Resort, with or without advance notice.

I also acknowledge that Garland Lodge & Resort and its agents may conduct a background check on me and therefore will be obtaining consumer report(s) or investigative consumer report(s) about me. As part of such background check(s), I understand that Garland Lodge & Resort and its agents may verify the accuracy of any and all information contained in this application and the attached documents, including credit, criminal record, educational, employment and references. I allow Garland Lodge & Resort and its agents to obtain consumer report(s) or investigative consumer report(s) about any and all aspects of my background, whether during the application process or during my employment with the company, if any. I understand that any offer for employment is contingent upon the outcome of my background check, and that this application is not an offer of employment by Garland Lodge & Resort.

I also understand that if I am offered employment by Garland Lodge & Resort, I may be required to undergo drug and/or alcohol testing as allowed by applicable federal and state law. I may be required to pass such drug and/or alcohol testing in order to assume my employment with Garland Lodge & Resort if such offer of employment is made.

I understand that I am required to abide by all rules and regulations of the company. I have read, understand, and by signing below agree to all of these statements.

\_\_\_\_\_  
**Signature:**

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

**FOR OFFICE USE ONLY:**

Routed: Yes \_\_\_\_\_ No \_\_\_\_\_ If no, why: \_\_\_\_\_

Routed To: \_\_\_\_\_ Date Routed: \_\_\_\_\_

Interviewed: Yes \_\_\_\_\_ No \_\_\_\_\_ Name of Interviewer: \_\_\_\_\_  
If yes, please attach interview notes.

Reason not interviewed: \_\_\_\_\_

Date returned to HR: \_\_\_\_\_