

Application for Employment

Eagle Ridge Resort & Spa –
hrrecruiter@eagleridge.com;
PO Box 777 Galena, IL 61036;
815-777-5627

DIRECTIONS: TYPE OR PRINT, USING BLUE OR BLACK INK. DO NOT FORGET TO SIGN THE APPLICATION ON THE BACK PAGE.

Personal Information

NAME (LAST)			(FIRST)			(MIDDLE)			DATE OF APPLICATION		
ADDRESS: STREET						PHONE NO. - DAY ()			PHONE NO. - EVENING ()		
CITY, STATE, ZIP CODE						ALTERNATE PHONE NO. ()					
EMAIL ADDRESS						ARE YOU UNDER 18?			ARE YOU OF LEGAL AGE TO SERVE ALCOHOLIC BEVERAGES?		
HAVE YOU PREVIOUSLY WORKED FOR US?		DATES OF EMPLOYMENT		LOCATION		POSITION		SUPERVISOR			
<input type="checkbox"/> YES <input type="checkbox"/> NO								<input type="checkbox"/> YES <input type="checkbox"/> NO			
IF HIRED, CAN YOU PROVIDE PROOF OR LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO											

HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENSE OTHER THAN MINOR TRAFFIC VIOLATIONS? _____ IF SO, PLEASE EXPLAIN. A CRIMINAL CONVICTION WILL BE CONSIDERED ONLY IN RELATION TO THE JOB FOR WHICH YOU ARE APPLYING. SERIOUSNESS AND NATURE OF THE OFFENSE, TIME ELAPSED, AND REHABILITATION WILL BE TAKEN INTO ACCOUNT.

Employment Desired

LIST POSITION APPLYING FOR:			SOURCE OF REFERRAL:			IF HIRED, DO YOU HAVE RELIABLE TRANSPORTATION TO GET TOWORK?			
CHECK EMPLOYMENT TYPE BELOW: <input type="checkbox"/> FULL-TIME REGULAR <input type="checkbox"/> PART-TIME REGULAR <input type="checkbox"/> SEASONAL			<input type="checkbox"/> EAGLE RIDGE ASSOCIATE: _____			<input type="checkbox"/> YES			
			<input type="checkbox"/> NEWSPAPER AD <input type="checkbox"/> EMPLOYMENT AGENCY			<input type="checkbox"/> NO			
			<input type="checkbox"/> WEBSITE /ONLINE JOB SITE <input type="checkbox"/> SCHOOL						
			<input type="checkbox"/> OTHER, PLEASE INDICATE: _____						
DATE AVAILABLE		DESIRED WAGES		SPECIFY YOUR AVAILABILITY, DAY OR EVENING SHIFTS; DAYS OF THE WEEK				TIMES AVAILABLE FOR WORK	
		\$ _____ PER YEAR, OR							
		\$ _____ PER HOUR							

Note: Even if you have submitted a resume, you still need to complete the Employment Record, Education & Training, and References sections. Please be sure to provide all of the requested information in order to ensure that your application will be considered.

Employment Record

LIST MOST RECENT EMPLOYMENT FIRST

START DATE	END DATE	FINAL POSITION TITLE	FINAL WAGES	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
EMPLOYER		LAST SUPERVISOR'S NAME		EMAIL ADDRESS:
STREET ADDRESS, CITY, STATE, ZIP CODE				PHONE ()
POSITION DESCRIPTION				REASON FOR LEAVING
START DATE	END DATE	FINAL POSITION TITLE	FINAL WAGES	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
EMPLOYER		LAST SUPERVISOR'S NAME		EMAIL ADDRESS:
STREET ADDRESS, CITY, STATE, ZIP CODE				PHONE ()
POSITION DESCRIPTION				REASON FOR LEAVING

An Equal Opportunity Employer

NO PERSON SHALL BE DENIED EMPLOYMENT ON THE BASIS OF RACE, COLOR, ETHNICITY, NATIONAL ORIGIN, SEX/GENDER, SEXUAL ORIENTATION, RELIGION, CREED, DISABILITY (INCLUDING HIV STATUS), AGE, VETERAN STATUS, MARITAL STATUS OR EX-OFFENDER STATUS, OR ANY OTHER CATEGORY PROTECTED BY LAW. EMPLOYMENT IS CONTINGENT UPON FURNISHING EVIDENCE OF IDENTITY AND EMPLOYMENT ELIGIBILITY IN THE UNITED STATES

Employment Record Continued

START DATE	END DATE	FINAL POSITION TITLE	FINAL WAGES	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
EMPLOYER		LAST SUPERVISOR'S NAME		EMAIL ADDRESS:
STREET ADDRESS, CITY, STATE, ZIP CODE				PHONE ()
POSITION DESCRIPTION				REASON FOR LEAVING

Education & Training

COLLEGE UNIVERSITY OR TECHNICAL SCHOOL	GRADUATE?		TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	NAME OF SCHOOL
	YES	NO			CITY & STATE
COLLEGE UNIVERSITY OR TECHNICAL SCHOOL	GRADUATE?		TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	NAME OF SCHOOL
	YES	NO			CITY & STATE
HIGH SCHOOL LAST ATTENDED	GRADUATE?		TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	NAME OF SCHOOL
	YES	NO			CITY & STATE
OTHER	GRADUATE?		TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	NAME OF SCHOOL
	YES	NO			CITY & STATE

LIST SKILLS, LICENSES, COMPUTER SKILLS, EQUIPMENT KNOWLEDGE, TYPING, OR OTHER SKILLS & TRAINING YOU CONSIDER RELEVANT TO EMPLOYMENT WITH US

LANGUAGE ABILITY-LIST ONLY THOSE LANGUAGES YOU THINK YOU MIGHT USE FOR WORK PURPOSES:

ENGLISH	SPEAK	READ	WRITE	OTHER PLEASE LIST:	SPEAK	READ	WRITE	OTHER PLEASE LIST:	SPEAK	READ	WRITE
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	FLUENT	GOOD	FAIR		FLUENT	GOOD	FAIR		FLUENT	GOOD	FAIR
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONAL ORGANIZATIONS, INDUSTRY RELATED ASSOCIATIONS, HONORS, CERTIFICATIONS, AND PROFESSIONAL LICENSES YOU CONSIDER RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING.

References

LIST THREE PERSONS, OTHER THAN RELATIVES OR PERSONAL FRIENDS, YOU WILL PERMIT US TO CONTACT, WHO HAVE KNOWLEDGE OF YOUR WORK EXPERIENCE AND/OR EDUCATION.

NAME/TITLE/RELATIONSHIP TO APPLICANT	LAST KNOWN ADDRESS	PHONE NUMBERS AND EMAIL ADDRESSES

Authorization

APPLICATION MUST BE SIGNED PRIOR TO SUBMITTING TO EAGLE RIDGE RESORT FOR CONSIDERATION.

My signature indicates my promise that the information provided in this application and any accompanying documentation, is true and complete. I understand that any false or misleading information, or significant omission, may disqualify me from consideration for employment; or if hired, may lead to my dismissal if discovered at a later date. I agree to immediately notify Eagle Ridge if I should be convicted of a felony, or any crime involving dishonesty, breach of confidentiality, controlled substances, sexual misconduct, abuse or violence while my job application is pending, or during my employment, if hired. I agree to submit to drug testing as well as background checks, as part of the hiring process for certain positions with Eagle Ridge; and will receive separate notice and release before any such test.

I grant Eagle Ridge or its authorized agent, permission to obtain personal investigative reports on me, including, but not limited to statements made in this application, and on my resume if provided, character information, general reputation, education, and training certification. I hereby authorize and release from any legal liability, all persons, schools, and employers named in this application, to provide Eagle Ridge with any information or opinion requested related to my potential employability. If hired, I understand that employment with Eagle Ridge is at-will (for no definite period of time, and may be terminated at any time for any reason, with or without notice).

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from Eagle Ridge and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

Applicant's Signature _____ **Date** _____



Eagle Ridge
RESORT & SPA

The information requested below is used by Eagle Ridge Resort & Spa to maintain records required of employers doing business with the federal government and to comply with federal law regarding applicant flow data. YOU DO NOT HAVE TO ANSWER THESE QUESTIONS TO BE CONSIDERED FOR EMPLOYMENT. If you choose to answer these questions, any information supplied by you on this voluntary self-identification form will not affect your employment opportunities with Eagle Ridge Resort & Spa, which is an Equal Employment Opportunity employer.

Name: _____

Date of Application: _____

Job Applied For: _____

Race/Ethnicity:

- Native American
- Asian
- Black or African American
- Hispanic
- White or Caucasian

Sex:

- Male
- Female

- I do not wish to disclose this information

Eagle Ridge Resort & Spa

AUTHORIZATION TO PROCURE BACKGROUND INFORMATION

In connection with my application for employment with Eagle Ridge Resort & Spa (the "Company"), and/or as consideration for continuing employment, I understand that a consumer report or an investigative consumer report may be obtained by the Company from one or more consumer reporting agency ("Agency"). A "consumer report" may contain information bearing on my character, general reputation, personal characteristics, mode of living, credit worthiness, credit standing or credit capacity. An "investigative consumer report" is a consumer report which includes information obtained through personal interviews with my neighbors, friends, or associates, or with others with whom I am acquainted or who may have knowledge concerning any such items of information.

I further understand that the Company may not request a consumer report from an Agency, nor may the Agency give out information about me, without my prior written consent. It is also understood that the Agency may not report medical information about me to the Company without my specific prior consent as to the release of such information, which is in addition to my general authorization herein.

I hereby authorize the Company to order a consumer report or an investigative consumer report containing financial and other information about me from a consumer reporting agency as part of its investigation into my application for employment or at any time while I am employed by the Company. This authorization does not include the release of my medical information.

Additionally, I hereby acknowledge that I have read the attached disclosure statement and have understood it.

Name: _____

Signature: _____

Date: _____

If under age 18, parental consent is granted by:

Name: _____

Signature: _____

Relationship to the Minor: _____

Date: _____

Eagle Ridge Resort & Spa

DISCLOSURE TO OBTAIN BACKGROUND INFORMATION

This is to inform you that as part of Company's procedure for processing your employment application, or in the event that you are employed, at any time while you are employed, Company may obtain from a credit reporting agency a consumer report or an investigative consumer report containing financial and other information about you. The Company may obtain one or more consumer reports regarding you from one or more consumer reporting agencies and may use the information provided in this report(s) for the purpose of evaluating you for employment, promotion, reassignment or retention as an employee. A "consumer report" is a communication of information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. An "investigative consumer report" may include information as to your character, general reputation, personal characteristics and mode of living, and this information may be obtained through personal interviews with your neighbors, friends or associates or from others with whom you are acquainted or who may have knowledge concerning such items of information.

Eagle Ridge Resort & Spa complies with the Fair Credit Reporting Act (and applicable state law), which provide prospective or current employees with rights regarding consumer reports and place specific obligations on employers who obtain such reports.

The Company will not obtain either a consumer report or an investigative consumer report without your signed authorization.