



Employment Application

Thank you for your interest in working at Cedar Ridge. We are always on the lookout for individuals to add to our team, to help make Cedar Ridge a great place both to work and to visit.

Contact Information

Today's Date: _____

Name: _____ Date you can start: _____

Address: _____

Primary Phone: _____ Alternate Phone: _____

Email Address: _____

Are you 18 years of age or older? Yes / No Are you employed now? Yes / No If so, may we contact your employer? Yes / No

Names of friends or relatives who presently work for Cedar Ridge: _____

When can you work?

Preferably, I'd like to work between _____ (minimum) and _____ (maximum) hours per week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From: _____ To: _____	From: _____ To: _____	From: _____ To: _____	From: _____ To: _____	From: _____ To: _____	From: _____ To: _____	From: _____ To: _____

Department Experience & Interest	Experience	Interest	Please rate your experience level and interest to work in each of these departments. Experience 1 = Lots of experience 3 = I have some experience 5 = No experience Interest 1 = I really want to work in this dept. 3 = It would be fine to work in this dept. 5 = I'd be unhappy working in this dept.
Kitchen	_____	_____	
Housekeeping	_____	_____	
Picnics	_____	_____	
Office	_____	_____	
Other _____	_____	_____	

What are your skills?

In each of the following areas rate your skills from 1 – 5:

1 = Lots of skills, able to do the job with minimal training; 3 = I have some skills; 5 = I have very few skills in this area

_____ Customer Service	_____ Food Handling	_____ Microsoft Word	_____ Web Design
_____ People Skills	_____ Food Preparation	_____ Microsoft Excel	_____ Adobe Photoshop
_____ Telephone Skills	_____ Cooking	_____ Microsoft Publisher	_____ Photography
_____ Working with kids	_____ Stocking/Lifting	_____ Microsoft PowerPoint	_____ Maintenance
_____ Working with adults	_____ Housekeeping	_____ Bookkeeping	_____ Grounds Keeping

What is your work history:

Have you been employed by Cedar Ridge in the past: Yes / No If so, when? _____

Employer: _____ Phone: _____

Location: _____

Job Title: _____ Supervisor's Name/Title: _____

Duties/Responsibilities: _____

Dates Worked: _____ Ending Salary/Wage: _____

Reason for Leaving: _____ Okay to contact? _____

Employer: _____ Phone: _____

Location: _____

Job Title: _____ Supervisor's Name/Title: _____

Duties/Responsibilities: _____

Dates Worked: _____ Ending Salary/Wage: _____

Reason for Leaving: _____ Okay to contact? _____

Employer: _____ Phone: _____

Location: _____

Job Title: _____ Supervisor's Name/Title: _____

Duties/Responsibilities: _____

Dates Worked: _____ Ending Salary/Wage: _____

Reason for Leaving: _____ Okay to contact? _____

What is your education?

School Name	Last Year Completed	Major/Degree
High School		
College/Other		
Special Training		

Please check any certifications that you currently have: _____ Food Handlers Permit _____ OLCC Licensed
 _____ First Aid/CPR Certification _____ AED Certification _____ Life Guard Certification _____ Challenge Course Cert.

What are your references?

Please list three references who are not related to you that we can contact:

Name	Phone	Relationship to you	How long have you known them?
1.			
2.			
3.			

Tell us about you

Tell us what attracted you to Cedar Ridge:

What kinds of things are you hoping to find in your next job?

Have you been convicted of a crime in the last seven years or are you facing prosecution for a crime? Yes / No

If so please describe, including the nature of the charge, date, and place of conviction or pending prosecution.

Conviction and/or prosecution does not necessarily exclude you from a position at Cedar Ridge.

Cedar Ridge does not discriminate on the basis of race, color, creed, national origin, age, gender, marital status, disability, sexual orientation, religion, family status, filing of workers compensation claims, or any other legally protected status. It is our goal that all applicants be given equal opportunity. Selection decisions will be based on job-related factors.

I understand and certify that the answers given by me to the questions in this application are true and correct, without any omissions of any kind. I authorize Cedar Ridge to investigate and check any or all of the information I have provided in this application, and I further agree that in the event it is determined that I have provided false or misleading information, my application can be rejected, or, if employed, can result in immediate termination. I release from liability any company, school, individual, agency, or any other entity providing information to Cedar Ridge regarding the information given by me in this application. I further acknowledge and agree that employment with Cedar Ridge is "at will", and this application is not an employment agreement.

Signature: _____

Date: _____