

## APPLICATION FOR EMPLOYMENT –

### Please Read The Instructions and Notices

#### INSTRUCTIONS:

Answer all questions. Please answer all questions truthfully; we prefer to hear any negative information from you rather than CCAP or former employers. If we determine that you have lied in answering the questions on this application, we may reject your application on that ground alone, or terminate your employment for misconduct if you have been hired. We can understand a mistake, but we can't accept a lie.

#### NOTICE:

We are proud to be an equal opportunity employer and business. We make hiring, promotion and retention decisions based on qualifications and performance, not characteristics. If you believe you require a reasonable accommodation to be employed with our Campground, please speak to the Campground manager. If you are offered employment, you will be required to establish that you are legally eligible to work in the United States. All employment with the Wilderness Campground, Inc. is "at will," which means that the Campground may change the wages, hours and conditions of employment at any time, without notice, including terminating employment of any employee without grounds or reason.

#### BASIC INFORMATION

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

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers: Cell \_\_\_\_\_ Home \_\_\_\_\_

Email: \_\_\_\_\_

What is the best time to call you? \_\_\_\_\_

Are you legally eligible to work in the United States? Circle One YES | NO

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Do you have a valid driver's license? YES | NO State \_\_\_\_\_

Driver's License No. \_\_\_\_\_

Criminal history: As provided by Wisconsin law, we will not consider arrest records. We will consider criminal convictions (misdemeanor and felonies) only if the elements of the criminal offense relate to the requirements of the job.

Have you ever been convicted of a crime (a misdemeanor or felony)? If you answered yes, please provide the date, the offense, and the place of conviction. \_\_\_\_\_

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## EMPLOYMENT AND OTHER RELEVANT EXPERIENCE

Please tell us about your previous work history. You may also tell us about significant volunteer work you did that qualifies you to work in a campground (e.g. counselor at youth camp)

Your current employer (or school if a student)

Previous employer: \_\_\_\_\_

Employer Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address Street: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Job title: \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates employed from (mm/yy) \_\_\_\_\_ to (mm/yy) \_\_\_\_\_

Hourly rate starting (\$ per hour) final \_\_\_\_\_ Hours per week \_\_\_\_\_

Job duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

What did you like most about the position? \_\_\_\_\_

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Previous employer: \_\_\_\_\_

Employer Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address Street: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Job title: \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates employed from (mm/yy) \_\_\_\_\_ to (mm/yy) \_\_\_\_\_

Hourly rate starting (\$ per hour) final \_\_\_\_\_ Hours per week \_\_\_\_\_

Job duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

What did you like most about the position? \_\_\_\_\_

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Previous employer: \_\_\_\_\_

Employer Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address Street: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Job title: \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates employed from (mm/yy) \_\_\_\_\_ to (mm/yy) \_\_\_\_\_

Hourly rate starting (\$ per hour) final \_\_\_\_\_ Hours per week \_\_\_\_\_

Job duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

What did you like most about the position? \_\_\_\_\_

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Previous employer: \_\_\_\_\_  
Employer Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address Street: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Job title: \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed from (mm/yy) \_\_\_\_\_ to (mm/yy) \_\_\_\_\_  
Hourly rate starting (\$ per hour) final \_\_\_\_\_ Hours per week \_\_\_\_\_  
Job duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
What did you like most about the position? \_\_\_\_\_

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Previous employer: \_\_\_\_\_  
Employer Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address Street: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Job title: \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed from (mm/yy) \_\_\_\_\_ to (mm/yy) \_\_\_\_\_  
Hourly rate starting (\$ per hour) final \_\_\_\_\_ Hours per week \_\_\_\_\_  
Job duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
What did you like most about the position? \_\_\_\_\_

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Explain any gaps of more than two weeks in your work history, other than gaps due to injury, disability or illness. \_\_\_\_\_  
Have you ever been asked to resign or quit a position, or been fired? \_\_\_\_\_  
If yes, please explain what happened; remember that it is better for us to hear it from you than someone else. \_\_\_\_\_

### EDUCATIONAL BACKGROUND

High School \_\_\_\_\_ Location \_\_\_\_\_  
Any specialized course of study? \_\_\_\_\_ Did you graduate? YES | NO  
College or Technical School \_\_\_\_\_ Location \_\_\_\_\_  
Major/Course \_\_\_\_\_ Are you currently enrolled? YES | NO  
Did you graduate? YES | NO What degree did you earn? \_\_\_\_\_  
Any other post-High School education? YES | NO

Course/Certificate \_\_\_\_\_ Did you complete? YES | NO

Do you hold any certificates, such as American Red Cross First Aid, EMT, Lifeguard, etc.?

YES | NO

Which certificates? \_\_\_\_\_

### REFERENCES

We would like the names and contact information of three people who can tell us about your work skills and habits. They **may not be** relatives or previous direct supervisors. If you have not yet had any work history, three people who know you well or taught you in school can be personal references for you.

NAME	TITLE	RELATIONSHIP	PHONE	EMAIL	YEARS KNOWN
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

### JOB REQUIREMENTS

Position(s) applied for: \_\_\_\_\_

If we hire you, your job will involve duties that require certain physical abilities, such as handling tools, materials, power equipment, and other objects that might be heavy. You may be in the sun and other outdoor environments. We have a job description for the job which explains what the necessary requirements of the job are. These are called the “essential elements” of the job. Please read the job description, including the essential elements of the job. If you do not understand the essential elements, please ask us to clarify them.

Sign here to indicate that you have read the job description:

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

Are there any of the essential elements of the job that you would be unable to perform?

YES | NO

Please state which elements you would be unable to perform:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPLICANT'S CERTIFICATION AND CONSENT TO BACKGROUND CHECK

I have read the Notice and Instructions at the beginning of this Application and understood them. By signing this Application below, I am verifying and certifying the following:

- All the information submitted by me on this application is true and complete.
- I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.
- If hired, I agree to conform to the Campground's rules and regulations.
- I understand that these rules and/or the employee handbook do not form a contract of employment either express or implied.
- I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Campground's option
- I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the Campground.
- I understand that no Campground representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I expressly authorize, without reservation, Wilderness Campground, Inc., its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer and my previous employers, their agents, employees or representatives for seeking, gathering and providing information, in a lawful manner, in the hiring process.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

I also understand that, if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States as required by federal immigration laws.

I am aware that this Campground does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, sexual orientation, age, disability, or any other protected status under applicable federal, state or local law. No question on this application is used to limit or exclude an applicant from employment consideration on any basis prohibited by applicable federal, state or local law.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_