

HOWE CAVERNS, INC.
APPLICATION FOR EMPLOYMENT

Howe Caverns, Inc. Statement of Equal Employment Opportunity

Howe Caverns, Inc. is committed to hiring the most qualified and suitable employees to fulfill **our mission of exceptional, family –oriented service**. Moreover, we believe that a diverse workforce only serves to enhance our ability to fulfill our mission. Howe Caverns, Inc. is an equal opportunity employer and complies with all applicable federal and state employment laws and regulations. Howe Caverns, Inc. prohibits discrimination based on race, color, national origin, age, sex, handicap/disability, marital status, religion, veteran status or any other characteristic protected by law. This policy governs all aspects of employment, including recruitment, selection, placement, job assignment, compensation, opportunities for advancement, discipline, termination and access to benefits and training.

Date of Application: _____

Position Applying For: (From inserted list, select your top 3 choices in order of preference)

(1) _____ (2) _____ (3) _____

Last Name	First Name	Middle Name
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Street or PO Box Number

City	State	Zip Code
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Cell Phone Number

Home Phone Number

E-mail Address

CIRCLE APPROPRIATE RESPONSE:

If you are under 18 years of age, can you provide required working papers? Yes No

Do you have a Social Security Number? Yes No

Are you either a U.S. citizen or alien who has the legal right to work and remain in the U.S.? (Proof of Citizenship or immigration status will be required upon employment.)	Yes	No
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Have you ever been convicted of a crime? (Conviction will not necessarily disqualify an applicant from employment.) If yes, please describe fully the criminal conviction(s), listing the nature or the offense, when, where and the outcome.	Yes	No
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Are you physically able to perform the duties of the job for which you are applying, with or without reasonable accommodation?	Yes	No
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Are you willing to accept our grooming standards and dress code?	Yes	No
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Are you willing to work all days, evenings, weekends and holidays as may be required beginning the Memorial Day Weekend up to and including Labor Day Weekend?	Yes	No
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Have you ever filed an application with us before?	Yes	No
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If "yes" give the date _____ and position applied for _____

Have you ever been employed with us before?	Yes	No
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If "yes" give the date _____ and position worked _____

Are you currently employed?	Yes	No
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If "yes" may we contact your present employer?	Yes	No
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Are you available to work:	FULL TIME	Yes	No
	PART TIME	Yes	No

When would you be able to start? _____

If part-time, what hours are you available? _____

Please indicate any foreign languages you can speak, read and/or write:

	Fluent	Conversational	Some Ability
Speak	_____		
Read	_____		
Write	_____		

School Name & Location

Grade Completed

Diploma/Degree

If in High School, name of guidance counselor. _____

If in (or going to) college, give date of return from school. _____

REFERENCES

Give name, address and telephone number of three personal references who are **not related to you** and are **not previous employers.**

1. _____
2. _____
3. _____

If in high school, guidance counselor will be considered as an additional reference.

EMPLOYMENT EXPERIENCE

Start with your present or most recent job.

Employer Name

Dates of Employment

To: _____

Employer's Address

From: _____

Your Job Title

Employer's Phone No.

Work Performed

Your Supervisor's Name

Reason for Leaving:

Employer Name

Dates of Employment

To: _____

Employer's Address

From: _____

Your Job Title

Employer's Phone No.

Work Performed

Your Supervisor's Name

Reason for Leaving:

SKILLS AND QUALIFICATIONS

Summarize unique job-related skills and qualifications acquired from employment or other experiences. _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I give the company permission to contact any or all of my previous employers and references, and I authorize them to provide all information requested by Howe Caverns, Inc.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct, unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand that false or misleading information given in my application or interview(s) may result in my application being rejected.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer, which I understand are subject to change by the company.

Signature of Applicant: _____ Date: _____