

APPLICATION FOR EMPLOYMENT



Date of application: _____

Last Name	First Name	Middle	
Street	City	State	Zip
Telephone	Best time of day to reach you:	Email	

How did you learn about us? _____

Type of employment desired: Full-time Part-time Seasonal – May to August (see Seasonal section below)

Date you can start work: _____

What hours and days of week are you available to work? _____

Have you ever been employed here before? Yes No

If yes, when? From: _____ To: _____ Position held? _____

Are you authorized to work lawfully in the United States for the Green Lake Conference Center? Yes No

If you are under 16, can you furnish a work permit if hired? Not applicable Yes No

Have you ever been convicted of any law violations or have any pending charges that substantially relate to the job you are applying for? (exclude minor traffic violations) Yes No

If yes, give details (date and location): _____
 (Such convictions may be considered only if substantially related to the position for which you are applying)

A successful background check is a condition of employment with GLCC. Are there any concerns a background check will reveal that you would like to discuss prior to an interview? _____

SEASONAL EMPLOYMENT ONLY
What is the earliest date that you can start work at the beginning of the season?
What is the latest date you can work until at the end of the season?

EDUCATION

Name of School	Location (City and State)	Years completed or Degree	Main subjects studied
High School or GED			
College			
Vocational or Technical			

SPECIAL SKILLS What skills, training, or characteristics will help you perform the job-related functions of the position?

EMPLOYMENT HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time and any periods of unemployment. If self-employed, give firm name and supply business references.

Employer	Supervisor
Address	Employed From (mo/yr): To (mo/yr):
City, State, Zip Code	Pay Start \$: Final \$:
Telephone	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Title	Reason for Leaving
Duties	

Employer	Supervisor
Address	Employed From (mo/yr): To (mo/yr):
City, State, Zip Code	Pay Start \$: Final \$:
Telephone	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Title	Reason for Leaving
Duties	

Employer	Supervisor
Address	Employed From (mo/yr): To (mo/yr):
City, State, Zip Code	Pay Start \$: Final \$:
Telephone	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Title	Reason for Leaving
Duties	

REFERENCES

List three **business/work** references who are not related to you.

Name and Address	Email	Telephone	Years Known

AREAS OF INTEREST

Please check all the areas you would be interested in working in:

- Custodial** - Help to maintain clean public guest areas, offices, and meeting spaces.
- Dining Services** - Help prepare and serve delicious meals. Cook, prepare food, serve guests, buss tables, or wash dishes so that guests are nourished and can enjoy fellowship during mealtimes.
- Front Desk** - Be the first friendly face to our guests, provide for a smooth check-in, making sure needs are taken care of during their stay and making checkout a seamless experience.
- Grounds Crew/Greenhouse** - Beautify the gardens, mow the lawns, maintain the landscape, haul trash and other outdoor tasks. This is a seasonal position.
- Housekeeping** - Provide an excellent guest stay by keeping our houses, dorms, lodge/inn rooms and campgrounds spotless.
- Laundry Department** - Washing, sorting and folding linens and towels. Cleaning and oversight of laundry facility.
- Conference Services** - Set up rooms and equipment so that events happen without a hitch.
- Maintenance** – General property maintenance, repair, and upkeep.

AFFIDAVIT

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that all information provided by me in this application is true and complete. I understand that any false information, misrepresentation or omission is grounds for refusal to hire. If hired, it may result in my dismissal if discovered at a later date. Also, any omitted or false information is grounds for the company to refuse to accept this application.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. A photocopy of this release shall be as valid as the original and may be relied on by all persons providing information.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a driver's license/record check, drug screening, reference verification and/or criminal background check

Business needs may make the following conditions mandatory: overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these conditions.

I understand that this application, subsequent employment, or any agreement does not create a contract of employment nor guarantee employment for any definite period. If employed, I understand that I will have been hired "at will" of the employer and my employment may be terminated at any time, with or without cause and with or without notice.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

I have read, understand and by my signature consent to these statements.

Signature: _____

Date: _____

This application for employment shall be considered active for a period not to exceed ninety (90) days.

Mail or drop off completed application:

**Human Resource Department
Green Lake Conference Center
W2511 State Hwy. 23
Green Lake, WI 54941**

11/2022MB