



EMPLOYMENT APPLICATION

Last Name *(Please Print)*: _____ First Name: _____ MI: _____

Date of Application: _____ SSN: _____

Permanent Address: _____ Phone: (____) _____

City: _____ State: _____ ZIP: _____

Mailing Address: _____ Phone: (____) _____

City: _____ State: _____ ZIP: _____

E-mail Address: _____ Cell Phone: (____) _____

1. EXPERIENCE

- | | | | | |
|--|---------------------------------------|---|---|--|
| <input type="checkbox"/> MAINTENANCE | <input type="checkbox"/> GROUNDS WORK | <input type="checkbox"/> FOOD PREPARATION | <input type="checkbox"/> BARTENDING | <input type="checkbox"/> CAMPGROUND - RESERVATIONS |
| <input type="checkbox"/> CARPENTRY | <input type="checkbox"/> GOLF COURSE | <input type="checkbox"/> LINE COOK | <input type="checkbox"/> RETAIL SALES | <input type="checkbox"/> MOTEL - RESERVATIONS |
| <input type="checkbox"/> MECHANIC | <input type="checkbox"/> LAUNDRY | <input type="checkbox"/> HOSTING | <input type="checkbox"/> TILL OPERATION | <input type="checkbox"/> MOTEL - RESERVATIONS |
| <input type="checkbox"/> WELDING | <input type="checkbox"/> HOUSEKEEPING | <input type="checkbox"/> WAIT STAFF | <input type="checkbox"/> ACCOUNTING | <input type="checkbox"/> WRANGLER |
| <input type="checkbox"/> REFRIGERATION | <input type="checkbox"/> THEATER | <input type="checkbox"/> CATERING | <input type="checkbox"/> DEPOSIT AUDITING | |

Check any of the categories above in which you have **experience**, and **give details on the lines below**:

Why do you want to work for TRMF, and what do you hope to gain from this experience?

Tell us your strengths as an employee:

Tell us anything about yourself that you feel may help us in considering you for employment (hobbies, talents, etc.):

Position Desired
(Positions available are listed on the inside cover and on the back of the summer employment information sheet.)

1. _____ 2. _____ 3. _____

If none of your choices are available, are you willing to accept any position? Yes No

2. EDUCATION

Name of high school: _____

No. of years attended: _____ Did you graduate? Yes No

Name of college/university/trade school: _____

Area of study: _____ No. of years attended: _____ Did you graduate? Yes No

If you are currently attending school, when does your spring term end? _____ Fall term begin? _____

Are you interested in earning internship credits for school through employment in Medora? Yes No

3. BUSINESS REFERENCES

Please list your last three employers, beginning with your **current / most recent employer**:

Employer: _____ Position: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ ZIP: _____

Name of supervisor / contact person: _____

Start Date: _____ End Date: _____ Reason for departure: _____

_____ May we contact this employer? Yes No

Employer: _____ Position: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ ZIP: _____

Name of supervisor / contact person: _____

Start Date: _____ End Date: _____ Reason for departure: _____

_____ May we contact this employer? Yes No

Employer: _____ Position: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ ZIP: _____

Name of supervisor / contact person: _____

Start Date: _____ End Date: _____ Reason for departure: _____

_____ May we contact this employer? Yes No

4. PERSONAL REFERENCES

Name: _____ Phone: (____) _____ Years known: _____

Address: _____ City: _____ State: _____ ZIP: _____

Name: _____ Phone: (____) _____ Years known: _____

Address: _____ City: _____ State: _____ ZIP: _____

Name: _____ Phone: (____) _____ Years known: _____

Address: _____ City: _____ State: _____ ZIP: _____

5. PLEASE COMPLETE THE FOLLOWING:

Our season is mid-March through October. Be specific about availability dates as they will be part of your employment agreement if hired. Available start date: _____ Last available day of work: _____
Note any requests for time off or obligations that may affect employment dates: _____

A small number of positions require staff beyond the March – October season. Please indicate if:
Yes, I am available before March Yes, I am available after October

Have you ever been convicted of and/or pled no contest to a misdemeanor or felony? Yes No
If yes, explain. A conviction is not an automatic bar to employment. _____

Can you show that you are eligible to work in the United States? Yes No

If your application is accepted and you are hired, will you require housing? Yes No
If your application is accepted, will you be living in your own accommodations or RV? Yes No
Size of RV/Trailer _____

Employees must be at least 18 years old to live in employee housing. Are you 18 or older? Yes No
Positions that serve alcohol require employees to be at least 21 years old. Are you 21 or older? Yes No

Do you have a valid driver's license? Yes No If yes, what class: _____

Some positions require First Aid, CPR, or EMT certification.

Are you certified in First Aid? Yes No If yes, expiration date: _____
Are you certified in CPR? Yes No If yes, expiration date: _____
Are you a certified EMT? Yes No

How did you hear about us?

Medora website On-Campus Recruiter
 School Counselors Visit to Medora (list number of times visited): _____
 Posters TRMF Employee (name): _____
 Other advertisements Other: _____

DISCLAIMER

I certify that all statements made in this application are true and may be verified by the Theodore Roosevelt Medora Foundation (TRMF). In the event of employment, I understand and agree that any misrepresentation or omission of facts in my application may be the basis for refusal to hire, termination of employment, or grounds for withdrawal of an offer of employment.

I hereby authorize all past employers, schools, persons, and organizations having relevant information or knowledge to provide it to TRMF or its duly authorized representative for its use in deciding whether or not to offer me employment. I hereby release employers, schools, persons, and organizations from all liability in responding to inquiries in connection with my application.

I understand that if I am hired, the length of my employment is not guaranteed. No employee, manager, or supervisor of TRMF - other than the president of TRMF - has any authority to enter into any contract of employment for any specified period of time. Only contracts approved by the president in writing shall be valid and binding upon TRMF.

If employed, I agree to comply with the policies, rules, regulations, and procedures of TRMF. I further understand that employment at TRMF is at-will. If an employment relationship is established, my employment can be terminated at any time, with or without cause and with or without notice, at the option of TRMF or myself.

Date: _____ Signature: _____

The Theodore Roosevelt Medora Foundation prohibits discrimination in employment on the basis of race, color, sex, age, religion, national origin, veteran status, marital status, physical or mental disability, creed or any category protected by state or federal law.
The Theodore Roosevelt Medora Foundation is an equal opportunity employer.

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