



HR OFFICE USE ONLY			
Contact Made?	Y	N	Date _____
Position Offered?	Y	N	Start Date: _____
Manager Last Name	_____		Initials _____
Position Title	_____		
Pay Rate:	_____	FT	PT Seasonal On Call

Employment Application

Today's Date: _____

Name: _____ Phone # _____ Cell: _____

City/State in which you reside: _____ Email Address: _____

Position(s) Applied for: (1) _____ (2) _____ (3) _____

Do you prefer full-time or part-time employment? _____ How many hours a week would you prefer to work? _____

Are you willing to work seasonally? _____ Are you willing to be on-call and work only during peak periods? _____

When can you begin working? _____ Are you willing to work overtime? _____

Please indicate shifts you **ARE AVAILABLE** to work with an "X":

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
mornings							
afternoons							
evenings							
overnight							

How did you hear about us?

___ Employee Referral (please give name of employee who referred you) _____	
___ Daily Sentinel	___ HCareers
___ Gateway Canyons website	___ Walk-In
___ Was a Guest	___ Craigslist
___ Online Search	___ Other

Are you legally authorized to work in the United States? _____ Are you 18 years of age or older? _____

Have you been employed with Gateway Canyons or any entity of HIH LLC before? _____ If yes, when? _____

Education

Name of School, City and State	Diploma received? If no, indicated expected date	type of degree	GPA
High School/GED			
College			
Technical/other			
Licenses, certifications			

Have you ever been fired from a job or asked to resign? _____ If yes, please explain: _____

How many days of work have you missed during the past year? _____

Have you ever been convicted of any law violation (except a minor traffic violation)? _____ Have you been convicted of a felony?

If yes, give details: _____

Do you currently have a valid Driver's License? _____ If Yes, what state: _____

Note: If hired you will need to provide a driving record in order to drive company vehicles.

Are you interested in renting Employee Housing in Gateway? Y N Are you interested in riding the employee shuttle? Y N

Previous Work History (note most recent employer first.) **Applications stating “see resume” will not be considered.**

Employer name	city	state	telephone number
Position		starting date	ending date
Position duties			
Supervisor Name and Title		starting pay	ending pay
Reason for leaving			

Employer name	city	state	telephone number
Position		starting date	ending date
Position duties			
Supervisor Name and Title		starting pay	ending pay
Reason for leaving			

Employer name	city	state	telephone number
Position		starting date	ending date
Position Duties		starting pay	ending pay
Supervisor Name and Title			
Reason for leaving			

Can we contact your previous employers? _____

Please indicate the skills you have developed:
Typing – WPM _____ Computer Equipment _____
Software _____ Other _____

Do you have any skills or additional training related to the job you are applying for? _____

Why do you want to work at Gateway Canyons? _____

Note: Key Human Resources, LLC is the employer of record for Gateway Canyons LLC

**In order to be considered for employment, you must read and sign the attached
APPLICANT’S CERTIFICATION AND AGREEMENT FORM.**

APPLICANT'S CERTIFICATION AND AGREEMENT

I HEREBY CERTIFY that my answers to the foregoing questions are true and complete and that I have not knowingly withheld any facts, circumstances or other information, which would, if disclosed, affect my application. I further understand that any false or misleading statement or omission of pertinent information will result in the rejection of my application, or in dismissal if discovered subsequent to my employment.

I HEREBY AFFIRM that by execution of the application, I acknowledge that the Company has disclosed to me that an Investigative Consumer Report, including information as to my character, criminal background, driver license, education, employment history, professional license verifications, general reputation, personal characteristics, and mode of living may be made; and that I, upon written request to the Company made within a reasonable time after the date of this application, may obtain a complete and accurate disclosure of the nature and scope of the investigation requested.

I HEREBY AUTHORIZE the Company to request, and I ALSO AUTHORIZE AND REQUEST each former employer, school attended, and each person, firm, or corporation given as references above, to furnish at any time, any information which may be sought concerning me and my work habits, character or skill, and any other data required, whether in connection with this application or for purposes of complying with surety company requirements or otherwise.

I HEREBY AFFIRM that by submitting this application I agree to submit to medical evaluations and/or examinations, including test for the presence of illegal drugs or alcohol, prior to and during employment, within a time period prescribed by the Company and as often as directed during employment.

I HEREBY AUTHORIZE the medical examiner to disclose to the Company any and all findings and conclusions arrived at in any examination performed either prior to employment or during employment.

I UNDERSTAND that should I be given employment, such employment shall be for an indefinite period of time and may be terminated, at will, at anytime, for any reason, by me or by the Company without notice or without liability whatsoever, except for unpaid wages or salary earned by the date of termination. I further understand that only an Officer or Key Human Resources, LLC has the authority to enter into any agreement for employment for a specified period of time or to make any agreement contrary to this at will standard and that any such agreement must be in writing.

I UNDERSTAND that if I am employed, work schedules may vary and can be unpredictable, and as such, I may be required to work a different shift, weekends, or overtime.

I UNDERSTAND that if I am employed, the terms and conditions of my employment will be governed by this application and the Company's Terms of Employment and Policy and Procedures Handbook, as amended from time to time by the Company.

I HEREBY AFFIRM that I will contact Key Human Resources, LLC if I feel I have been unlawfully discriminated against by an employee, supervisor, or manager, in connection with my employment. Further I agree to give Key Human Resources, LLC an opportunity to resolve the situation before I file a claim with a government agency or file a lawsuit.

The Company operates under the principles of affording equal employment opportunity through affirmative action for qualified handicapped individuals, qualified veterans of the Vietnam era and qualified disabled veterans.

All applicants and employees who believe themselves to be members of one or more of these groups, and who wish to identify themselves as such for the purpose of affirmative action consideration are invited to do so.

Submission of this information is voluntary and refusal to provide it will not subject you to discharge or disciplinary treatment. Information obtained concerning individuals shall be kept confidential, except that (1) supervisors and managers may be informed regarding disabled veterans and handicapped individuals, as necessary, (2) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (3) governmental officials investigating compliance will be informed.

I wish to volunteer the following information (check one) I do not qualify

I do qualify under the following:

- Handicapped
- Vietnam Era Veteran
- Disabled Veteran

Signature _____

Date _____

Thank you for completing this application. It will remain on file for six months.
Your interest in Gateway Canyons Resort/Key Human Resources, LLC is appreciated.
