Oakland House Seaside Resort 2010

435 Herrick Road, Brooksville, ME 04617

An Equal Opportunity Employer

Telephone and Fax (207) 359-8521 E-Mail relax@oaklandhouse.com

Application for All Employment – both U.S. and International Applicants

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Today's Date	Name (Last) (First) (MI)

School/Winter Mailing Address SCHOOL NAME			
No. & Street	City	State & Zip	(Area Code) Phone No.
Dates this address is valid From: To:	E-Mail address		

Permanent Mailing Address No. & Street	City	State & Zip	(Area Code) Phone No.
Dates this address is valid From: To:	E-Mail address		

Will you be at least 18 years old by the time you begin employment? [ ]Yes [ ]No

(This question is needed to establish bona fide occupational qualifications, based on State or Federal age requirements in some positions to serve or sell alcohol, and to operate company vehicles and/or equipment.)

If hired, can you provide proof you are eligible to work in the United States? [ ]Yes [ ]No Type of visa:

If you are not a U.S. citizen, what is your citizenship?

What are the stipulations of your visa?

Dates Valid: from: to :

INCLUDE A COPY OF YOUR VISA WITH YOUR APPLICATION

Please check the appropriate box for each position listed

-	Prefer	Would Accept	NOT Accept		Prefer	Would Accept	NOT Accept
Working Executive Chef				Housekeeper of the Inn			
Sous Chef				Cottage Housekeeping Team			
Culinary Staff				Laundry Staff			
Dining Room Manager				Maintenance			
Wait Staff				Maintenance & Grounds Assistant			
Horticulture Intern							
Front Office / Reservations Hospitality Assistant				Managerial (indicate department)			
Guest Attendant				Other			

Additional information about position preferences:

Employment Availability

The earliest date I can start _____

The last date I will work _____

Important Notes:

We have a few six to eight week fall-only positions starting September 1 and lasting through mid to late October .

The last day you indicate is a <u>work day</u>. It does not include travel time.

If you are offered a job, your employment agreement will be based on these dates.

EDUCATION

High School	ADDRESS (City & State)	MAJOR COURSES
SCHOOL NAME		
YEARS ATTENDED From: To:	Did you graduate? [ ]Yes [ ]No Anticipated graduation date:	

College/University	ADDRESS (City & State)	MAJOR COURSES
SCHOOL NAME		
YEARS ATTENDED From: To:	Did you graduate? [ ]Yes [ ]No Degree: Anticipated graduation date:	

Culinary or food service school		
SCHOOL NAME	ADDRESS (City & State)	MAJOR COURSES
YEARS ATTENDED From: To:	Did you graduate? [ ]Yes [ ]No Degree: Anticipated graduation date:	

Technical School	ADDRESS (City & State)	MAJOR COURSES
SCHOOL NAME		
YEARS ATTENDED From: To:	Did you graduate? [ ]Yes [ ]No Degree: Anticipated graduation date:	

Graduate School	ADDRESS (City & State)	MAJOR COURSES
SCHOOL NAME		
YEARS ATTENDED From: To:	Did you graduate? [ ]Yes [ ]No Degree: Anticipated graduation date:	

Other courses, training etc. relevant to your application

List any awards, offices held, or other relevant activities

EMPLOYMENT Please identify **all** employers for at least the last 3 years.
Attach additional paper if necessary.

May we contact your current employer? [ ]Yes [ ]No

All other employers and references listed may be contacted.

Employer		Position		
Mailing address with street, city & ZIP code		Dates employed		Work Performed
		From	To	
(Area Code) Phone No.				
Supervisor (English Speaking Reference)	email address	Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving				

Employer		Position		
Mailing address with street, city & ZIP code		Dates employed		Work Performed
		From	To	
(Area Code) Phone No.				
Supervisor (English Speaking Reference)	email address	Hourly Rate/Salary		
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Oakland House Job Application Form - 2010

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(Area Code) Phone No.				
Supervisor (English Speaking Reference)	email address	Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving				

If there are any periods unaccounted for, please explain.

Personal References Please provide three references who are not related to you and not former employers.

Name Number & Street City State & Zip (Area Code) Phone #No.

1. _____
2. _____
3. _____

Do you have a valid driver's license? [ ]Yes [ ]No
Are you bringing an automobile? [ ]Yes [ ]No
Have you filed an application with us before? [ ]Yes [ ]No If yes, when? _____
Have you worked for us previously? [ ]Yes [ ]No If yes, when? _____
What position? _____

Where did you hear about Oakland House?

[ ] Newspaper advertisement. Which newspaper? _____
[ ] Online, newspaper classified. Which newspaper?_____
[ ] Online site. Which one?_____
[ ] Employment agency. Which agency? _____
[ ] Printed employment directory. Which directory? _____
[ ] Past employee. Their name: _____
[ ] Past guest. Their name: _____
[ ] Friend or relative. Their name: _____
[ ] Walk in
[ ] Other: _____

Have you ever been convicted of a felony, any act of dishonesty or breach of trust? [ ]Yes [ ]No
(Conviction will not necessarily disqualify an applicant from employment.) If yes, when, where and disposition of case.

Have you ever been dismissed from employment or resigned to avoid being dismissed?
[ ]Yes [ ]No If yes, please explain:

Please tell us why you are seeking employment this summer, and why you have chosen to apply to work at Oakland House. (You may include a separate sheet if necessary)

Please summarize skills and qualifications you have that are applicable to the position(s) you have applied for. Please note that past employment in a similar position is not a requirement in most cases. (You may include a separate sheet if necessary.)

Please read carefully before signing. I hereby certify that all answers herein are true and complete to the best of my knowledge. I authorize Oakland House, in the course of considering this application, to investigate and verify all the information I have provided herein. I release Oakland House and any individuals it contacts from any claims arising from making or responding to such inquiries. If employed, I understand that any misstatement or omission of fact on this application may result in my dismissal. I have read the above statements and understand them fully.

Signature Date