

# Oakland House Cottages by the Side of the Sea - 2013

435 Herrick Road, Brooksville, ME 04617

**An Equal Opportunity Employer**

Fax (207) 359-2121

Telephone (207) 359-8521

E-Mail relax@oaklandhouse.com

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

Today's Date	Name (Last)	(First)	(MI)
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School/Winter Mailing Address	SCHOOL NAME
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No. & Street	City	State & Zip	(Area Code) Phone No.
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Dates this address is valid	E-Mail address
From:                      To:	

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

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 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 job/responsibility category listed (we can train you for some)			
	Prefer	Would Accept	NOT Accept
Office/Reservations Assistant			
Housekeeping & Laundry Staff			
Maintenance/Jack-of-all-trades			
Assistant Innkeeper			
Grounds Keeper/Gardener			
Other			

Additional information about position preferences, would you like to do some of each?

**Important Note:**  
**We have basic on-site living accommodations for a select number of seasonal staff. You must have your own vehicle for personal transportation. Do you need on-site lodging for a small weekly fee?**

**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:	

Hospitality or Hotel Management Curriculum		
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. We seek individuals with experience with Microsoft Word & Excel as well as the use of social media for marketing purposes.

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	email address	Hourly Rate/Salary		
(English Speaking Reference)		Starting	Final	
Reason for Leaving				

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

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

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Please tell us why you are seeking employment this season, and why you have chosen to apply to work at Oakland House. (If you are applying for an office position, consider this a writing sample. 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. Are you handy with mechanical equipment? Power tools and grounds equipment? (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