

**Oakland House Cottages by the Side of the Sea**  
**Hostel@Acorn by the Sea - 2017**  
 435 Herrick Road, Brooksville, ME 04617

Telephone (207) 359-8521

E-Mail relax@oaklandhouse.com

**Application for All Employment – U.S. Applicants**

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

<b>Please check the appropriate box for each job/responsibility category listed (we can train you for some)</b>			
	Prefer	Would Accept	NOT Accept
Office/Reservations Agent			
Housekeeping/Laundry Staff			
Multi-tasker/Painter/Grounds/Gardens			
Reservations/Marketing Assistant			
Fluency in another language?			
Special Skills?			
Additional information about position preferences (would you like to do some of each?):			

**On Site Staff Lodging:** We can provide on-site living accommodations for a select number of seasonal staff. There are private rooms with shared bathrooms, kitchen facilities, laundry, and other common areas. Meals are self-serve. Lodging is considered a major staff PERK at No Charge. Country WiFi is available.

**Driver's License and Personal Vehicle:** All staff members must have a **CLEAN**, valid driver's license. Our insurance company will check. Having your own vehicle for personal transportation is essential as we cannot provide transportation to the grocery store.

**EDUCATION**

High School name	ADDRESS (City & State)	MAJOR COURSES & DEGREE
	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	

College/University Name	ADDRESS (City & State)	MAJOR COURSES & DEGREE
	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Hospitality/Hotel Management Name	ADDRESS (City & State)	MAJOR COURSES & DEGREE
	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Technical School Name	ADDRESS (City & State)	MAJOR COURSES & DEGREE
	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Graduate School Name	ADDRESS (City & State)	MAJOR COURSES & DEGREE
	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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	
		From	To
(Area Code) Phone No.			
Supervisor (English Speaking Reference)	email address		
Reason for Leaving			
		Work Performed	

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

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

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

Oakland House Job Application Form – 2017

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

**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  
 ( Our insurance company will verify this)

Are you bringing your own automobile  Yes  No

Are you applying with a friend or relative?  Yes  No If yes, who? \_\_\_\_\_

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? \_\_\_\_\_

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 season, 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. An excellent working knowledge of Microsoft Word and Excel are required for Reservations Positions. (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