



# *Roadhaven Resort*

## *of Apache Junction*

### APPLICATION FOR EMPLOYMENT

Roadhaven Resort of Apache Junction (Roadhaven) is an Equal Opportunity/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on a basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, political affiliation, veteran status, or sexual orientation.

Lying or not disclosing information on an employment application or any document completed by the Employee during the hiring process will be grounds for appropriate corrective action, up to and including termination of employment.

**COMPLETE THE ENTIRE APPLICATION.** You may attach a resume, but you must still complete all questions (don't just say "See Resume") or your application will be deemed incomplete and may not be considered.

-----PLEASE PRINT-----

|                        |                             |   |
|------------------------|-----------------------------|---|
| Position Applying For: | Name (Last, First , Middle) | Other Names under which you have attended school or have been employed: |
| Street Address:        | City:                       | State, Zip:   |
| Email Address:         | Home Phone:                 | Cell Phone:   |

**Any answer to the following questions does not represent an automatic bar to employment.  
Each case is considered and evaluated in relation to the duties and responsibilities of the position for which you are applying.**

|   |  |  |
|---|--|--|
| Are you a citizen of the United States?                   | <input type="radio"/> Yes <input type="radio"/> No | If NO, describe the basis for your legal right to work in the US?  |
| Have you served in the Armed Forces of the United States? | <input type="radio"/> Yes <input type="radio"/> No | If YES – Provide dates of service and type of discharge.<br>From: _____ To: _____<br>Discharge Type: _____         |
| Have you ever been employed by Roadhaven Resort?          | <input type="radio"/> Yes <input type="radio"/> No | If YES - Provide dates of employment and reason for leaving.<br>From: _____ To: _____<br>Reason for Leaving: _____ |

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|  |   |  |                                |                                   |                        |                                  |
|--|---|--|--------------------------------|-----------------------------------|------------------------|----------------------------------|
| Were you every removed or dismissed from any type of employment?   | <input type="radio"/> Yes <input type="radio"/> No  | If YES, Describe the circumstances.  |                                |                                   |                        |                                  |
| Were you every convicted of any violation of law other than a minor traffic violation?                                       | <input type="radio"/> Yes <input type="radio"/> No  | If YES, provide the charge, date and court/jurisdiction of the conviction. |                                |                                   |                        |                                  |
| Are you related to any current or past Roadhaven Resort employee?  | <input type="radio"/> Yes <input type="radio"/> No  | If YES – Provide their name and their relationship to you.                 |                                |                                   |                        |                                  |
| If required for position, do you have a valid driver's license?  | <input type="radio"/> Yes <input type="radio"/> No  | If YES – Provide the State of issuance, license # and expiration date.     |                                |                                   |                        |                                  |
| If required for position, do you have a valid Commercial Driver's License (CDL)?   | <input type="radio"/> Yes <input type="radio"/> No  | If YES – Provide the endorsements.   |                                |                                   |                        |                                  |
| How did you learn about this job opportunity?  | <input type="radio"/> Web Posting <input type="radio"/> Dept of Labor <input type="radio"/> Newspaper Ad<br><input type="radio"/> Employee Referral <input type="radio"/> Magazine AD <input type="radio"/> Other |  |                                |                                   |                        |                                  |
| <b>EDUCATION</b> (Please list all education)   |   |  |                                |                                   |                        |                                  |
| <b>NAME OF SCHOOL</b>  | <b>CITY/STATE</b>   | <b>Did You Graduate?</b>   | <b>If NO, # of years left?</b> | <b>If YES, Year of Graduation</b> | <b>Degree Received</b> | <b>Major or Area of Emphasis</b> |
| High School:   |   |  |                                |                                   |                        |                                  |
| GED:   |   |  |                                |                                   |                        |                                  |
| Trade School:  |   |  |                                |                                   |                        |                                  |
| Undergraduate School:  |   |  |                                |                                   |                        |                                  |
| Graduate School:   |   |  |                                |                                   |                        |                                  |
| <b>Other credentials/licenses/professional affiliations, etc., which are relevant to the job for which you are applying:</b> |   |  |                                |                                   |                        |                                  |
|  |   |  |                                |                                   |                        |                                  |

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**SKILLS** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency – basic, intermediate, expert.

**WORK EXPERIENCE** Please detail your work history for the past ten years. Begin with your most recent employer. If you held multiple positions with the same employer, detail each position separately. Attach additional sheets if necessary. . PLEASE DO NOT ENTER “See Resume”. Omission of prior employment may be considered falsification of information.

**NOTE:** Roadhaven Resort reserves the right to contact all current and former employers for reference information.

|   |     |  |   |
|---|-----|--|---|
| Dates Employed (Most Recent Position First) |     | <input type="radio"/> Full Time              | Job Title:  |
| From:                                       | To: | <input type="radio"/> Part Time _____ Hrs/Wk |   |
| Employer Name:                              |     | Employer Address:                            |   |
| Supervisors Name, Title & Phone:            |     | Other Reference Name Title & Phone:          | Contact my references<br><input type="radio"/> At Any Time<br><input type="radio"/> Only if I'm a final candidate |
| Primary Duties:                             |     | Reason for Leaving:                          |   |

  

|   |     |  |   |
|---|-----|--|---|
| Dates Employed (Most Recent Position First) |     | <input type="radio"/> Full Time              | Job Title:  |
| From:                                       | To: | <input type="radio"/> Part Time _____ Hrs/Wk |   |
| Employer Name:                              |     | Employer Address:                            |   |
| Supervisors Name, Title & Phone:            |     | Other Reference Name Title & Phone:          | Contact my references<br><input type="radio"/> At Any Time<br><input type="radio"/> Only if I'm a final candidate |
| Primary Duties:                             |     | Reason for Leaving:                          |   |

  

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|---|-----|--|---|
| Dates Employed (Most Recent Position First) |     | <input type="radio"/> Full Time              | Job Title:  |
| From:                                       | To: | <input type="radio"/> Part Time _____ Hrs/Wk |   |
| Employer Name:                              |     | Employer Address:                            |   |
| Supervisors Name, Title & Phone:            |     | Other Reference Name Title & Phone:          | Contact my references<br><input type="radio"/> At Any Time<br><input type="radio"/> Only if I'm a final candidate |
| Primary Duties:                             |     | Reason for Leaving:                          |   |

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| Employer Name: _____   | Employer Address: _____   |   |
| Supervisors Name, Title & Phone: _____                               | Other Reference Name Title & Phone: _____   | Contact my references<br><input type="radio"/> At Any Time<br><input type="radio"/> Only if I'm a final candidate |
| Primary Duties: _____  |   | Reason for Leaving: _____   |

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete this application or misrepresenting or omitting facts, represents grounds for elimination from consideration for employment, or termination after employment, if discovered at a later date.

I understand that all applicants are subject to a background check, including fingerprints, and pre-employment drug-screening as a condition of employment. In jobs where handling funds is part of the job description, a credit check will be required. Applicants may be required to take written or oral examinations to verify that they meet the skill and/or knowledge requirements of the position. I authorize Roadhaven Resort to investigate without liability, and make full response to any inquiries in connection with this application for employment. If employed I will be required to furnish proof of eligibility to work in the United States.

I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Roadhaven Resort serve at-will and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law.

I understand that the first 90 days of regular employment represents a probationary period, during which I may be terminated without right of appeal.

\_\_\_\_\_

**Applicant Signature**

\_\_\_\_\_

**Date**