

Thank you for your interest in employment with our campground!

It is important to know that Cozy Creek family Campground is more than just a campground; it is a family camping experience. In order to achieve and maintain such outstanding excellence for our premier park, all employees must abide by certain standards as a condition of employment.

Carefully read the standards below and **initial every line to signify that you understand each item**. If you have any questions or concerns about any of the expectations, please feel free to contact the park directly at the number shown on the application prior to submitting. **This form should accompany your application when submitted.**

This season begins April 20, 2012 and ends on October 08, 2012. There are some full-season positions available, as well as some partial season positions (Memorial Day to Labor Day). However, training will be required prior to any position beginning. Even though this is a seasonal position, several of our employees have returned year after year. All positions are part time, although some positions may require up to 39 hours per week. Bonuses may be given based on performance and completion of employment term. Below is a brief list of employee expectations and standards: (Not a comprehensive list. A more detailed guide will be provided later.)

- ATTITUDE:** ~Family-friendly behavior is required by all employees at all times.
~Outgoing, energetic and courteous behavior is a MUST for any employment position.
- APPEARANCE:** ~Clean & neat appearance and uniform must be worn during entire work shifts.
~Visible tattoos can not be offensive or suggestive in nature.
~Body piercings, other than earrings, may not be worn while on duty unless covered.
- ATTENDANCE:** ~Dependable, prompt and satisfactory work performance is a must.
~Since we are seasonal, vacation days are not allotted (unless previously documented).
~Unless otherwise granted, **all positions REQUIRE work on evenings, weekends and all 3 holiday weekends- Memorial Day, Fourth of July, and Labor Day.**
- POSITIONS:** ~Applicants must be 19 years old or older and possess good communication skills.
~Any position may require lifting, bending, & standing or walking for the entire shift, as well as physically strenuous activities inside or outside in any weather condition.

DESCRIPTIONS: for Positions Currently Available (Not a comprehensive description.)

Position: <u>Reservations Specialist & Store Clerk</u>	Hours: Every Friday, Saturday & Sunday
Duties Include: Use computer-based cash register to ring store sales and enter reservations. Requires lots of memorization- Park rates, specials, rules, etc. Count & record store inventory. Sweep, mop & dust store. Xerox & prepare customer information packets. Applicant must be able to enforce rules. Excellent customer service skills required.	
Position: <u>Recreational Activity Staff</u>	Hours: Will vary based on # of people hired.
Duties Include: Lead customers in daily pre-planned activity schedule*. All activities are outside all day. Must be able to; endure brief periods of heat as you portray characters in costume (approx 25 min). Must be able to stand for long periods of time, lift & carry large items, and not afraid to get wet or dirty. Must be able to; work with people of all ages and personalities. Will also be responsible for monies collected & maintaining daily logs. Must be able to enforce rules & good communication skills required. <i>*Some activities can be viewed on our website www.northeastPAcamping.com.</i>	
Position: <u>Fun Zone Attendant</u>	Hours: Will vary based on # of people hired.
Duties Include: Enforce Rules at Jumping Pillow, Mini Golf, Kart Track, Gem Mine. Maintain daily logs. Position requires attendant to work outside all day. Good communication skills needed--Quiet & timid need not apply.	

EMPLOYMENT APPLICATION

INSTRUCTIONS: Complete entire application, sign & return by mail. Do not leave any question unanswered.

All qualified applicants will be given consideration without regard to race, color, sex, religion, age, national origin, handicap, or veteran status. This employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal laws.

PERSONAL DATA

Name: _____ Date of Birth: ___/___/___
Address: _____ Home Phone: (____) _____-_____
_____ Cell Phone: (____) _____-_____
How long at this address? _____ SSN: _____-____-_____
Are you 18 or older? Yes No
Do you have a valid drivers license AND reliable transportation? Yes No
Are you a U.S. citizen or do you have a legal right to work in U.S.? Yes No
Have you been convicted of a felony within the past 5 years? Yes No (Does not automatically disqualify.)
Have you ever been a member of the Armed Services? Yes No
If yes, is your current status Active? Yes No Dates of Service: _____

DESIRED EMPLOYMENT

After reviewing the attached Position Descriptions, please check the position you are interested in.
If you are interested in more than 1 position, be sure to mark them with "1" for first choice, "2" for second, etc.

Store Clerk & Reservations Fun Zone Attendant Recreation Staff
 Pizza & Ice Cream Shop Maintenance Restroom & Cabin Cleaners

1. Date you can start: _____
2. If needed, would you be willing to work in different positions? Yes No
If yes, indicate any positions that you would NOT be willing to work in: _____
3. Are there any days & times each week that you can not work here? Yes No
If yes, indicate when & why: _____
4. Do you have any scheduled vacations or appointments that will interfere with your position? Y N
If yes, please explain & give dates: _____

EDUCATION

High School Name: _____ City/State: _____ Graduation Year _____
College Name: _____ City/State: _____ Graduation Year _____
Other School Name: _____ City/State: _____ Graduation Year _____
Are you currently a student & at which school? _____
Indicate majors or specialty areas studied and/or degree(s) obtained: _____

PERSONAL REFERENCES

Please list two non-related references whom you have known for at least one year.

Name: _____ Residence City/State: _____
Occupation: _____
Relationship to you: _____ Yrs. Acquainted: _____ Phone: (____) _____-_____
Name: _____ Residence City/State: _____
Occupation: _____
Relationship to you: _____ Yrs. Acquainted: _____ Phone: (____) _____-_____
Relationship to you: _____ Yrs. Acquainted: _____ Phone: (____) _____-_____

EMPLOYMENT HISTORY

List your last three employers (even if you were only there a short time) beginning with your current or most recent employer first. If a field is left blank, please indicate reason why.

Company Name: _____ **City/State of Company:** _____
Company Phone: (____) _____-_____ Your Supervisor's Name: _____
Your Position: _____ Employed from: _____ to _____
Your Duties: _____
What did/do you enjoy most about this job? _____ Least? _____
Starting Pay \$ _____ Ending Pay \$ _____ Reason for leaving: _____

Company Name: _____ **City/State of Company:** _____
Company Phone: (____) _____-_____ Your Supervisor's Name: _____
Your Position: _____ Employed from: _____ to _____
Your Duties: _____
What did/do you enjoy most about this job? _____ Least? _____
Starting Pay \$ _____ Ending Pay \$ _____ Reason for leaving: _____

Company Name: _____ **City/State of Company:** _____
Company Phone: (____) _____-_____ Your Supervisor's Name: _____
Your Position: _____ Employed from: _____ to _____
Your Duties: _____
What did/do you enjoy most about this job? _____ Least? _____
Starting Pay \$ _____ Ending Pay \$ _____ Reason for leaving: _____

May we contact these employers? (circle one) Yes No
If NOT, which one(s) should NOT be called? _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY **BEFORE INITIALLING EACH SECTION.**

[_____] I authorize investigation of all statements contained in this application (with exception of indicated employers) and any inquiry into my background by all reporting agencies and references listed to supply information concerning my previous employment, creditability or other pertinent information they may have, personal or otherwise, and release all parties from any and all liability from any damage that may result. **I authorize a criminal background check and understand that all applicants are subject to drug/alcohol screen.**

[_____] I understand that my continued employment will depend upon the successful completion of work assigned to me during a probation period of up to 90 days and upon my continued successful employment. I understand and acknowledge that unless otherwise defined by applicable law or written agreement with this employer, any employment relationship with this company is considered "employment at will" which means the employee may resign at any time and the employer may discharge the employee at any time, with or without cause.

My signature below represents that I have read, understand, and agree to the above statements and certifies that the answers given herein are true and complete to the best of my knowledge. Furthermore, I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient to cancel further consideration of the applicant or immediately discharge me from employment, whenever discovered.

Signature: _____ **Date:** _____