



APPLICATION FOR EMPLOYMENT PACKET

OUR APPLICATION POLICIES

- **Applications may be completed at any time**
- **Applicants must use one of our forms**
- **Applicants must complete the application on site**
- **Applications missing critical information will not be considered**
- **We do check references!**

This Application for Employment Packet should contain the following:

- 1. Application for Employment**
- 2. As applicable: Driving Record/Background Check Release and Vehicle/Driver Information**
- 3. Employer Reference Request Forms**
- 4. Drug and Alcohol Use/Abuse Policy Acknowledgement**
- 5. Job Description**



The Boathouse

As you prepare to complete your application for the Boathouse, we would like to take this opportunity to say thank you for your interest. The Boathouse is eager to speak with you and see how your skills and our needs could fulfill each other.

Should you be hired, you will find that we pride ourselves in valuing our employees and the abilities and new ideas they bring to our organization. We believe you will enjoy working with us and you will have the opportunity to learn and grow with the Boathouse.

If the Boathouse sounds like the kind of place you would like to work for, we would like to talk with you.



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**APPLICATION FOR EMPLOYMENT
IMPORTANT AUTHORIZATIONS AND UNDERSTANDINGS**

INTRODUCTION

Thank you for your interest in the Boathouse. The purpose of this application packet is to provide you with pertinent information about the job for which you are applying, information about the Boathouse, and to assist you in comparing your qualifications with those required to be considered for the position.

Our goal is to hire and retain the best employees and provide them with a healthy, safe, and productive work place. Our employees are our most valuable resource and will be treated as such.

EQUAL EMPLOYMENT OPPORTUNITY

All qualified applicants will be considered on their merits and without regard to age, race, color, sex, national origin, disability, military status, or any other status protected by law.

REASONABLE ACCOMMODATION

If you need assistance or an accommodation during the application process because of a disability, it is available upon request. We are pleased to provide such assistance and no applicant will be penalized as a result of such a request.

JOB APPLICATION POLICY

We generally accept job applications only when we have determined there are jobs available or soon to be available. When we make a determination that there are jobs we intend to fill, we reserve the right to review active applications already on file prior to accepting new applications. Given the nature of our business, we reserve the right to not hire persons even though applications have been accepted should we determine our needs were not as we initially projected. Applications are considered "active" for a period of 90 calendar days from the date they were initially signed. An applicant who wishes to be considered after the expiration of that period may establish one (1) additional 30 day "active" period by either calling or personally visiting the Boathouse no sooner than five (5) calendar days prior to an no later than five (5) calendar days after the expiration of the initial 30 days period. In that event, the second 30 day active period will commence immediately upon the expiration of the first. After the expiration of the "active" period, a new application must be completed. All applications must be completed at the Boathouse. We accept only numbered originals of our applications material.

HIRING DECISIONS

We hire based on personal contact with individuals. We base our hiring decision on a variety of factors including skills and ability to perform the job, prior employment with us, employment references, willingness to accept the offered salary, and personal interviews.

GENERAL WORK AND SCHEDULING RULES

All employees are expected to work and to work the hours appropriate for their employment status. It is the nature of our business that work may need to be done on a tight schedule. Just as the classification of an employee is not a guarantee of a certain number of hours or work, it is not a limitation on the number of hours for which an individual may be assigned unless prior approval has been given or the Boathouse is aware prior to the assignment of conditions which would preclude an individual from being able to work. Full time employees are expected to be available for "regular" 40 hours schedule plus overtime as may be required by the Boathouse. Regular part time and temporary employees are expected to be available for the hours for which they committed to work at the time of hire.

CONFLICT OF INTEREST

Our employees are prohibited from working or having an ownership interest in any other company or organization of any size or type where there is a potential conflict of interest with our business except with the approval of the Boathouse. The Boathouse employees may not own (in whole or in part, directly or indirectly), manage, be a consultant to, or have any relationship with another similar company or organization.



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U.S. MILITARY SERVICE INFORMATION

Have you ever served in the U.S. military? Yes No	If yes, please list branch of service and last rank:
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REFERRAL INFORMATION

Referred By: Initiative Career Placement	Newspaper Ad Phone Book	Employment Agency Other? _____	Employee Name
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EDUCATION	Name of School Location of School	Did You Graduate?	Degrees or Major Field of Interest
High School or GED		Yes	
		No	
College		Yes	
		No	
Trade or Business School		Yes	
		No	

Are you planning to pursue further studies: Yes No	If 'yes', please explain:
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REFERENCES

Please give the names of persons not related to you and for whom you have not worked, whom you have known at least three years.

Name	Address	Telephone	Business	Years Acquainted
		()		
		()		
		()		
		()		



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ADDITIONAL INFORMATION

List additional information, including skills, special training, professional, trade, business, civic activities, offices held, that may help us in considering your application. You may exclude information that may indicate references to race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability, status as a disabled veteran, veteran of Vietnam, or any other legally protected status.

GENERAL INFORMATION

Why are you interested in working for us?

What did you enjoy most about your last job?

What did you enjoy least about your last job?

EMPLOYMENT HISTORY	Beginning with the MOST RECENT, list all jobs including volunteer work, part time employment while in school, military service, self employment, and unemployment. Please account for all periods of employment and unemployment for at least the past ten (10) years and including at least the last three (3) employers.
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(1) Employer:		Telephone: ()	
Street Address:	City:	State:	Zip:
Period Employed (Month/Year):	From:	To:	Salary:
Supervisor Name and Title:	Your Job/Position Title:		
Description of Your Duties:			
Reason for Leaving:			
May We Contact the Employer?: Yes No			

(2) Employer:		Telephone: ()	
Street Address:	City:	State:	Zip:
Period Employed (Month/Year):	From:	To:	Salary:
Supervisor Name and Title:	Your Job/Position Title:		
Description of Your Duties:			
Reason for Leaving:			
May We Contact the Employer?: Yes No			

(3) Employer:		Telephone: ()	
Street Address:	City:	State:	Zip:
Period Employed (Month/Year):	From:	To:	Salary:
Supervisor Name and Title:	Your Job/Position Title:		
Reason for Leaving:			
May We Contact the Employer?: Yes No			



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(4) Employer:		Telephone: ()	
Street Address:	City:	State:	Zip:
Period Employed (Month/Year):	From:	To:	Salary:
Supervisor Name and Title:	Your Job/Position Title:		
Description of Your Duties:			
Reason for Leaving:			
May We Contact the Employer?: Yes No			
(5) Employer:		Telephone: ()	
Street Address:	City:	State:	Zip:
Period Employed (Month/Year):	From:	To:	Salary:
Supervisor Name and Title:	Your Job/Position Title:		
Description of Your Duties:			
Reason for Leaving:			
May We Contact the Employer?: Yes No			
(6) Employer:		Telephone: ()	
Street Address:	City:	State:	Zip:
Period Employed (Month/Year):	From:	To:	Salary:
Supervisor Name and Title:	Your Job/Position Title:		
Description of Your Duties:			
Reason for Leaving:			
May We Contact the Employer?: Yes No			
(7) Employer:		Telephone: ()	
Street Address:	City:	State:	Zip:
Period Employed (Month/Year):	From:	To:	Salary:
Supervisor Name and Title:	Your Job/Position Title:		
Description of Your Duties:			
Reason for Leaving:			
May We Contact the Employer?: Yes No			
(8) Employer:		Telephone: ()	
Street Address:	City:	State:	Zip:
Period Employed (Month/Year):	From:	To:	Salary:
Supervisor Name and Title:	Your Job/Position Title:		
Description of Your Duties:			
Reason for Leaving:			
May We Contact the Employer?: Yes No			



**IMPORTANT!
PLEASE READ BEFORE SIGNING**

COMPLETENESS AND ACCURACY OF INFORMATION

I represent that all of the information given by me in support of my application for employment is true and complete. I understand that any false, omitted or misleading information submitted during the application process will disqualify me from consideration for hire. If I have already been hired before the falsification or omission is discovered, my employment will be terminated. Information not specifically requested on the application will render the employment application unacceptable.

AUTHORIZATION FOR RELEASE OF INFORMATION AND RELEASE FROM LIABILITY

I acknowledge that a routine inquiry may be made which will provide applicable information concerning my character, general reputation, personal characteristics, and mode of living. I authorize you to verify any of the information given during the application process with appropriate individuals, companies, institutions, or agencies and I authorize them to release such information as you require, including my prior disciplinary employment records, criminal background, past employment, and education. In accordance with the Fair Credit Reporting Act (FCRA) and other applicable regulations, I have a right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of any investigation report that is made. I release you and them from liability as a result of those inquiries and disclosures. A photocopy or other electronic reproduction of this authorization/release is binding and may be relied upon.

NO WRITTEN, ORAL OR IMPLIED CONTRACTS

I understand that all employment with the Boathouse is "at will". This means that just as an employee has the right to terminate the employment relationship at any time, with or without reason, the Boathouse retains a similar right. I understand that any written company documents, or any oral statements made either during the application process or, if I am employed, after I am employed should not be relied upon by me as altering the general policy. I acknowledge that only the President of the Boathouse has the authority to alter the at-will nature of employment, and then only by written contract specifically signed by the President of the Boathouse.

APPLICATION ACKNOWLEDGEMENT

**I ACKNOWLEDGE I HAVE READ AND UNDERSTAND ALL THE ABOVE TERMS
AND THAT I AGREE WITH THEM.**

Name (please print):

Social Security Number:

Applicant Signature:

Date:



FORMER EMPLOYER REFERENCE REQUEST

The Boathouse Restaurant
610-825-4713 (telephone) – 610-825-4715 (fax)

Applicant Name: _____

Position Applied For: _____

I hereby authorize my former employer listed below to furnish any information concerning my personal character, habits, or employment record and I hereby release such employer from any liability or damages as a result of furnishing such information.

Today's Date: _____

Applicant's Signature: _____

Former Supervisor's Name: _____

Former Employer's Name: _____

Address: _____

Telephone Number: _____

Dear Sir/Madam:

The above named applicant has indicated that he/she was previously employed by you. Your evaluation of him/her will be appreciated. Since his/her employment is pending, your earliest reply will be helpful. Thank you for your time and consideration.

Dates Employed: _____

Position/s Held: _____

Reason/s for Leaving: _____

Would You Re-Hire?: _____

Please check the appropriate response:

Attendance:	Excellent	Average	Below Average
Quality of Work:	Excellent	Average	Below Average
Teamwork:	Excellent	Average	Below Average

Additional Comments:

Completed By: _____

Title: _____

Date: _____

Thank you.



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