

# The Pines Resort

P.O. Box 109 • Bass Lake, California 93604 • 559-642-3121

All applicants will receive consideration for employment without regard to Sex, Race, Color, Ancestry, Religious Creed, National Origin, Physical Disability, Mental Condition, Age, Marital Status, Veteran Status or any characteristics covered by State or Federal Laws.  
All applicants must be at least 16 years of age to be eligible for employment.

**APPLICATION CONTINUES ON THE BACK**

Name: Last		First		Social Security #		Today's Date		Have you read a copy of our Grooming and Dress Code Standards on the back of this form?		Yes / No Initial:	
Physical Address			City, State		Zip Code		Telephone # ( )		<u>Certifications</u> List Expiration Dates: C.P.R. _____ E.M.T. _____ Adv. First Aid _____ W.S.I. _____		
Mailing Address			City, State		Zip Code		Telephone # ( )				
<b>Previous Employment (past 5 years - continue on back of form)</b>											
Name		Telephone #		Dates		Job Title/Duties		Wage		Reason for Leaving	
Address				From _____ To _____							
Name				From _____ To _____							
Address											
<b>Education</b>				<b>Emergency Information</b>				<b>Additional Skills</b>		<b>Additional Information</b>	
High School (Circle last grade completed) 9 10 11 12		Name: _____ Address: _____		In Case of Emergency notify: Name: _____ Address _____ Telephone #: _____				List any additional skills, voluntary work, hobbies or extra-curricular activities that may contribute to your job.		Do you have transportation to work? Yes/No If requested can you provide a valid California Driver's license and auto insurance? Yes/No  Are you under 18 years of age Yes/No <b>IF UNDER 18 YOU MUST PROVIDE A WORK PERMIT</b>	
College/Trade School 1 2 3 4 Major: _____ Degree: _____		Name: _____ Address: _____									
Are you currently enrolled in school? Yes/No If yes, can you work part time, including weekends? Yes/No											
<b>Availability</b>				<b>Position Selection (Dept/position preferred. Rank in order of preference)</b>							
Your availability dates are very important. Please give serious consideration to the dates you indicate because they will have a strong bearing on your application.  List any conflicts or prior commitments and the dates of those commitments (i.e. weddings, sports camp, family vacations) _____ _____ _____		Can you work any shift? Yes/No		Housekeepers		Dining room Attendant		If employed, can you provide documents as proof of your legal right to work in the United States? Yes/No			
		Can you work on Saturdays? Yes/No		Public Attendant		Host/Hostess		Have you ever worked at The Pines Resort before? Yes/No When? _____			
		Can you work Sundays? Yes/No		Office/Clerical		Server		Have you ever worked under another name? Yes/No			
		Can you work Holidays? Yes/No		Front Desk		Security		If you answered yes to the above question, print another name used. _____			
		Students:		Night Audit		Maint./Const.		List all relatives employed here. _____			
		Last day of school: _____		Reservations		Accounting		How were you referred to The Pines Resort? _____			
		First day of school _____		Porterage		Cashier		Have you ever been convicted of a felony? Yes/No			
		List available starting date: _____		Cook		Steward/Dishwasher		* If yes, explain when, where and disposition _____			
List last available date: _____		Deli-Clerk		Other							

My signature below certifies that I have read, understood and agree to the following:

Employment with The Pines Resort may be contingent upon successful completion of a pre-employment physical examination which may include a blood, urine and/or other medical tests for alcohol, drugs and controlled substances. I further understand and agree the company may require me to submit to a drug and alcohol screen after I am employed as a result of reasonable suspicion or a work related incident. Background checks may be required for key positions.

I authorize my former employers, present employer, The Pines Resort and other individuals to give information concerning me, whether or not it is on their records and I release them and their companies from all liability whatsoever. I certify that all statements given on this application are correct, and realize that falsification or misrepresentation or omission of information for this application or any other personnel records may result in my discharge. In the event of employment, I agree to abide by all present and subsequently issued rules of the company. Also in the event of employment, and in consideration thereof, any company representative shall be entitled, without further consent to copyright, sell or use in any manner, any picture of me or recording of my voice.

If hired, I agree that any employment will be terminable at-will and for no definite period. I agree that my employment may be terminated by the company or myself at any time and for any reason whatsoever, with or without good cause. I understand that no supervisor or representative of the company, other than the Vice President of the company, has any authority to make any agreements contrary to the foregoing. This agreement is the entire agreement between myself and the Company regarding the rights of the Company or myself to terminate my employment with or without good cause, and this agreement takes the place of all prior and contemporaneous agreements, representations, and understandings of myself and the Company.

APPLICANT SIGNS HERE \_\_\_\_\_

DATE \_\_\_\_\_

We appreciate your interest and the time you have taken to prepare this application. Thank you.

\*A conviction record will not necessarily be a bar to employment and factors such as age and date of the offense, seriousness and nature of the violation will be taken into account.

# UNIFORM & GROOMING GUIDELINES

The appearance of our staff contributes greatly to the overall image of our Company and to the experience of our guests and customers.

Appearance is the first thing upon which we are judged by our customers; therefore, our uniform policies are designed to be consistent with the expectations of our customers. Special emphasis should be placed on clean, neat clothing and the appearance of hands, face and hair. Immaculate grooming and personal cleanliness are expected from all employees.

For uniformed employees, you are responsible for the maintenance and cleaning of your uniform items, unless otherwise specified. Uniforms are not to be worn in The Pines Bar (with the exception of on-duty Pines Bar employees) prior to, during, or after your work shift. We expect all staff to arrive to work looking their best. If you wear your uniform to work, you must be in your proper uniform and in compliance with our grooming standards the moment you arrive onto The Pines Resort property. You must be fully dressed in your required uniform to be clocked in for work. Remember that a smile is the most important part of your uniform. A smile creates a positive frame of mind for everyone. For designated employees, name tags are part of your uniform and are to be worn during your assigned work shift. If you have not been issued a name tag, or if you lose your name tag, contact your supervisor.

The Uniform & Grooming Guidelines are intended to state basic requirements and expectations of apparel and grooming, but individual departments will have more specific requirements, based on job related factors. Your supervisor will provide you with position specific standards for your job.

## BASIC REQUIREMENTS

### MEN:

Men's hair will not be longer than collar length (top of the collar) on the back and not to exceed mid-ear length on the sides. Sideburns shall not extend below the bottom of the earlobe and shall not be flared. Overall hair color and style shall be conservative and neatly trimmed. Ponytails are not permitted.

- Full beards are permitted in non-food service areas only, provided they are full and neatly trimmed and no longer than 1/2" in length. Mustaches are permitted, provided they are neatly trimmed, do not extend over the upper lip, and do not extend more than 1/2" below the corners of the mouth. No handlebar or Fu Man chu mustaches are permitted. No goatees.
- Shirts are required at all times.
- Tattoos must not be visible while in uniform.
- Earrings or bracelets are not permitted.
- No tongue rings are allowed.
- No other visible body jewelry allowed.
- Undergarments should not be visible through the uniform.
- One necklace, if simple and in good taste, is permitted provided it is not a safety hazard.

### WOMEN:

Overall hair color and style must be conservative, well groomed, and neatly trimmed. It should be neat, clean, and pulled back away from the face. If it is shoulder length or longer, it must be pulled up and away from the face.

- Undergarments should not be visible through the uniform.
- Nylons are required with skirts and dresses (knee highs are acceptable with pants).
- Nails should be well groomed with no chips in polish and of a workable length.
- Jewelry should be conservative, in good taste, and not excessive; i.e. in general, not more than one ring per hand, no dangling earrings, (earrings should be no larger than 11/16", the size of a dime) one necklace, etc.
- No tongue rings are allowed.
- No other visible body jewelry allowed.
- Tattoos must not be visible while in uniform.

## UNIFORM AND GROOMING ENFORCEMENT

The Pines Resort strictly enforces the dress code and any deviations from the company dress code standards can result in disciplinary action. The area supervisor will usually determine the appropriateness of your grooming and dress. You may be sent home from work, without pay, to change clothes if it is decided that your apparel or grooming is in violation of the expressed standards.

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<p>Please list 3 personal references:</p> <p>Name _____</p> <p>Telephone # _____</p> <p>Name _____</p> <p>Telephone # _____</p> <p>Name _____</p> <p>Telephone # _____</p>	<p>Continue with previous employment information:</p> <p>Name _____</p> <p>Address _____</p> <p>Telephone # _____</p> <p>Dates: From _____ To _____</p> <p>Job Title/Duties _____</p> <p>Wage _____ Reason for leaving _____</p> <p>_____</p> <p>Name _____</p> <p>Address _____</p> <p>Telephone # _____</p> <p>Dates: From _____ To _____</p> <p>Job Title/Duties _____</p> <p>Wage _____ Reason for leaving _____</p> <p>_____</p>
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