



RR 1 Box 280

Hawley, PA 18428-9757

570.685.8028

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. No question on this application is intended to be used for such discrimination.

Position(s) Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

How did you learn about Woodloch?  Advertisement  Friend/Relative  Employment Agency

Walk-in  Other: \_\_\_\_\_

Referred by: \_\_\_\_\_

### Personal Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Current Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long? \_\_\_\_\_

Previous Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long? \_\_\_\_\_

Telephone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_ Are you at least 16 years of age (Y/N)? \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_ Expiration \_\_\_\_\_ Endorsements(if any) \_\_\_\_\_

### Additional Information

Are you available to work:  Full Time  Part Time  Seasonal Dates Available: \_\_\_\_\_

Have you ever filed an application with us before?  Yes  No If yes, give dates: \_\_\_\_\_

Have you ever been employed with us before?  Yes  No If yes, give dates: \_\_\_\_\_

Do you have reliable means of transportation to work?  Yes  No

May we contact your present employer?  Yes  No

Have you used any other name(s) in prior employment or school?  Yes  No If yes, please list: \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country due to Visa or Immigration status?  Yes  No

Alien Registration Number (if applicable): \_\_\_\_\_

**(PROOF OF STATUS WILL BE REQUIRED UPON EMPLOYMENT.)**

Have you been convicted of a felony or misdemeanor within the last 7 years?  Yes  No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT.)**

# Employment History

**1.**

Previous Employer	Job Title	From Month/Year	To
Address			
City	State	Zip	Telephone
Immediate Supervisor & Title		Weekly Pay ~ Start	Last
Reason for leaving			

**2.**

Previous Employer	Job Title	From Month/Year	To
Address			
City	State	Zip	Telephone
Immediate Supervisor & Title		Weekly Pay ~ Start	Last
Reason for leaving			

**3.**

Previous Employer	Job Title	From Month/Year	To
Address			
City	State	Zip	Telephone
Immediate Supervisor & Title		Weekly Pay ~ Start	Last
Reason for leaving			

Do you have relatives or friends working for Woodloch Pines, Woodloch Springs or The Boat House? If so, list their name(s) and relationship to you.

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## Education

<i>School</i>	<i>Name &amp; Location of School</i>	<i>Course of Study</i>	<i>Number of Years Completed</i>	<i>Did you Graduate</i>	<i>Degree or Diploma</i>
<i>High School</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Post Secondary</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Other</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Personal References ~ Please give at least two (2).

*Please do not list immediate family members (i.e.: mother, father, sibling, grandparent, etc.) or previous employers listed on page 2.*

Name	Telephone Number	Years Known
Name	Telephone Number	Years Known
Name	Telephone Number	Years Known

*I certify that the information given on this application is true and complete to the best of my knowledge. I understand that false and misleading statements can be grounds for dismissal. I authorize Woodloch Pines Inc. to investigate my criminal background, employment history, education and references. I agree to cooperate and assist in any such investigation and I release those supplying information to Woodloch Pines Inc. from all liability which might result from making any investigation. I understand that any employment is not for a fixed period of time and is terminable at the will of either Woodloch Pines Inc. or myself. I further understand that no management representative has any authority to enter into any agreement for continuing employment for any specified period of time, unless the agreement is in writing and signed by the President of Woodloch Pines Inc. This application will be considered active for employment purposes three months only. If you wish to submit another one at that time, please feel free to do so.*

*In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the employer.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## IMPORTANT DISCLOSURE

### CONSENT TO PROCUREMENT OF CONSUMER CREDIT REPORT

I understand that, as a condition of my consideration for employment with Woodloch Pines, Inc., or as a condition of my continued employment with Woodloch Pines, Woodloch Pines may obtain a consumer report that includes, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, DMV records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness.

I hereby authorize and consent Woodloch's procurement of such a report. I understand that, pursuant to the federal Fair Credit Reporting Act, Woodloch will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making a decision regarding my fitness for employment with Woodloch. I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report.

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant or Employee