

APPLICATION FOR EMPLOYMENT AT CRAGUN'S RESORT & THE LEGACY GOLF COURSES

Mail to: Cragun's Resort & The Legacy Golf Courses
Attn: Personnel Department
11000 Craguns Drive, Brainerd, MN 56401
Phone: (218) 825-2700 FAX: (218) 829-9188

Name: _____ Date: _____

Current Address: _____
(City) (State) (Zip)

*Permanent Mailing Address: _____
(City) (State) (Zip)

Phone Number: (____) _____ Social Security Number: _____

Valid Driver's License: ____ Yes ____ No Driver's License # _____

Are you of legal age to serve alcohol? ____ Yes ____ No (The State of MN requires you to be 18.)

In Case of Emergency, Please Notify:

Name: _____ Phone: (____) _____

Address: _____
(City) (State) (Zip)

Relationship to You: _____ Do you require on-property lodging? ____ Yes ____ No

EMPLOYMENT RECORD: May we contact your present employer? ____ Yes ____ No

1) Name of Present or Most Recent Employer: _____

Date Started: _____ Leaving Date: _____ Job Title: _____

Kind of Business: _____ Phone #: (____) _____

Address: _____
(City) (State) (Zip)

Name of Immediate Supervisor: _____ Supervisor's Title: _____

Starting Pay (Base): _____ Final Pay (Base): _____

Reason for Leaving: _____

Briefly describe the nature of your work: _____

2) Name of Next Most Recent Employer: _____

Date Started: _____ Leaving Date: _____ Job Title: _____

Kind of Business: _____ Phone #: (____) _____

Address: _____
(City) (State) (Zip)

Name of Immediate Supervisor: _____ Supervisor's Title: _____

Starting Pay (Base): _____ Final Pay (Base): _____

Reason for Leaving: _____

Briefly describe the nature of your work: _____

EDUCATIONAL RECORD:

High School: 9 10 11 12 (Circle last grade completed.)

Vocational or College: # of Years _____ Did you graduate? _____ Yes _____ No

Please list any additional information about yourself that you believe would help Cragun’s in selecting you as an employee. (Abilities, musical skills, public experiences, military service, hobbies, etc.)

Earliest date that you can start work? _____ Latest date you can stay? _____

Please prioritize the departments that you prefer to work in: (1 being your first choice, 2 second choice, etc.)

- * _____ CHILDREN’S PROGRAM
- * _____ MAINTENANCE/OUTDOOR
- * _____ FOOD SERVICE/BARTENDER
- * _____ MARINA/CONFERENCE SERVICES
- * _____ GOLF/GROUNDS/CLUBHOUSE
- * _____ OFFICE/SALES
- * _____ HOUSEKEEPING
- * _____ OTHER _____
- * _____ KITCHEN-FOOD PREP/DISHWASHER

If hired, can you provide verification of legal right to work in the United States? _____ Yes _____ No

Have you ever been convicted or pleaded guilty to a felony or misdemeanor or pleaded “no-contest” in a felony or misdemeanor matter? (Conviction, pleading guilty, or no-contest will not necessarily disqualify an applicant.) _____ Yes _____ No

If “Yes”, explain: _____

Please read and initial all statements before signing application.

_____ I authorize Cragun’s to investigate all statements contained in this application and/or resume supplied.

_____ My statements contained in this application and/or resume are true to the best of my knowledge. I understand that any false statements or omissions on this or any other employment form, or provided during the interview, will be sufficient reason not to hire me, and if discovered after employment, may result in my termination.

_____ I understand that I am an employee at-will, meaning the company or myself can terminate the relationship at anytime, and for any reason. Any representations to the contrary are not binding upon the company unless signed in writing by the company.

What time of day are you available for a phone interview? _____

What time of day are you available for a personal interview? _____

I have read this application carefully and have outlined the information accurately.

Signature _____ Date _____

Dear Applicant,

Thank you for your interest in working at Cragun's. We are a family-owned resort and Golf Course and have been in business for 65+ years. Our mission is Excellence in Guest Service. If you can meet the following criteria, we welcome your application:

- Guests come to Cragun's to have a good time. I can come to work with a happy attitude ready to serve others.
- I can be counted on to be on time and work the schedule as posted by my manager. I am aware that Cragun's operates 7 days a week and I am willing to work my share of weekends and holidays.
- Cragun's has a variety of departments and requires a lot of Teamwork. Although I understand I will be assigned to a specific department manager, I am willing to work in any department as needed.
- I am willing to abide by Cragun's appearance standards as follows:
- Good Grooming and neat appearance are mandatory at Cragun's because of constant guest contact. I am willing to abide by Cragun's appearance standards as follows:
 - All clothes or uniforms must be clean and wrinkle free. Your manager will inform you of specific dress requirements for your position.
 - Hair must be clean and neat, trimmed, and present a well-groomed appearance at all times. No extreme hair dye or styles are acceptable.
 - Facial hair (i.e. beards & mustaches) must be clean, neat, trimmed, and present a well-groomed appearance. Food and beverage handlers with facial hair exceeding a length of 1" may be required to wear a beard net.
 - Tattoos should not be visible while on duty.
 - Hands and nails should be clean and manicured at all times. Soft, natural colors of nail polish can be worn on duty.
 - Cosmetics should emphasize a clean and natural appearance. Heavily scented powders and perfumes cannot be worn. Body odor must be controlled, deodorant as necessary.
 - No nose, eyebrow, tongue or other facial rings/posts can be worn while on duty. Jewelry, including earrings, must be minimal.
- I can be reached by phone and have reliable transportation.
- I understand Cragun's is a zero tolerance company for drugs/alcohol. Employees may be subject to random testing.
- I am willing to follow Cragun's requirements, please accept my application.

Applicant's Signature

Date