



Date: _____

APPLICATION FOR EMPLOYMENT

Xanterra Kingsmill, LLC, is an equal opportunity employer and does not discriminate against any individual in any phase of employment on the basis of race, color, religion, sex, national origin, age, veteran status, disability or any other legally protected status under applicable law.

IF NEEDED, PLEASE REQUEST ACCOMMODATION IN ORDER TO PARTICIPATE IN OUR APPLICATION PROCESS.

Please PRINT neatly		PERSONAL INFORMATION		
Last Name		First Name		Middle Initial
Address (Street or PO Box #)				
City		State	Zip Code	
Home Phone	Cell Phone		Email Address	
Position Applying For:		Applying For:	Full-time	Part-time
Dates Available to Work: From _____ To _____		Seasonal		
How did you hear about Kingsmill Resort:		Are you available to work any shift? Yes _____ No _____		

WORK EXPERIENCE				
Please begin with your most recent employer, and complete even if you provide a resume.				
Name of Employer		Address		
Position you held		Your supervisor's name and title		
Dates you were employed From _____ To _____		Salary or Hourly Wage Received	May we contact this employer: Yes _____ No _____	
Specific job duties and responsibilities:			Reason for leaving this job:	
Name of Employer		Address		
Position you held		Your supervisor's name and title		
Dates you were employed From _____ To _____		Salary or Hourly Wage Received	May we contact this employer: Yes _____ No _____	
Specific job duties and responsibilities:			Reason for leaving this job:	
Name of Employer		Address		
Position you held		Your supervisor's name and title		
Dates you were employed From _____ To _____		Salary or Hourly Wage Received	May we contact this employer: Yes _____ No _____	
Specific job duties and responsibilities:			Reason for leaving this job:	
Name of Employer		Address		
Position you held		Your supervisor's name and title		
Dates you were employed From _____ To _____		Salary or Hourly Wage Received	May we contact this employer: Yes _____ No _____	
Specific job duties and responsibilities:			Reason for leaving this job:	

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EDUCATION

Name of School	City, State	Degree Received	Did you graduate?
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Name of School	City, State	Degree Received	Did you graduate?
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List any additional training, certifications or licenses you may have:

List any special skills you may have:

WORK AUTHORIZATION

In accordance with the Immigration Reform and Control Act of 1986, upon acceptance for employment, you will be required to provide proof of your identity and eligibility to work in the United States.

Can you furnish proof you are eligible to work in the U.S.?	Yes	No
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Have you ever been convicted of a felony?	Yes	No
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NOTE: A conviction will not necessarily disqualify an applicant for employment. If yes, please indicate State and County as well as a description of the conviction.

GENERAL INFORMATION

Have you ever applied or worked for Kingsmill or any Xanterra Property?	Yes	No
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If yes, please indicate your position, dates you worked and location:

If you worked for Kingsmill or a Xanterra Property under a different name, please indicate that name.

Are you related to any Kingsmill employee?	Yes	No
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If yes, please list name(s) of relatives:

Certain position at Kingsmill have a minimum age requirement, i.e., serving alcohol, operating vehicles, etc.

Are you at least 18 years of age?	Yes	No
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Are you at least 21 years of age?	Yes	No
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For applicants applying for a position that requires driving a vehicle:

Do you have a current valid driver's license?	Yes	No	If Yes, please provide driver's license #:
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Type/Class of license:	State licensed in:
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AFFIDAVIT, CONSENT & RELEASE: READ CAREFULLY BEFORE SIGNING

I declare that all information provided in this application, including any attachment (i.e., resume, etc.) is true and complete. I understand that any false information or omission in this application may disqualify me from further consideration for employment and may result in dismissal, if discovered at a later date. I authorize the investigation of any or all information contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employer and organization to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand that if I am extended an offer of employment, it may be conditioned upon positive reference checks and a third-party background investigation (in compliance with the Fair Credit Reporting Act.) I also understand that I may be required to successfully pass drug screening examinations. I hereby consent to pre-employment and/or post-employment drug screens as a condition of employment, if required. If employed, I understand that I must abide by the Company's policies, rules and regulations. **I understand this document, any offer of employment or any other employment-related information does not constitute an employment contract. I understand employment is not for a specified term and is at the mutual consent of the employee and Company. Accordingly, either the employee or the Company may terminate employment at will, with or without cause, at any time.**

I have read, understand and, by my signature, confirm these statements.

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE -- FOR KINGSMILL USE ONLY

Hired: Yes No	Position Hired For:
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Business Unit Assignment:	Department:	Position Wage:	Start Date (if known):
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Position is: (Circle One)	Full-time Exempt	Full-time Hourly	Part-time Hourly	Seasonal Hourly	Additional Comments:
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Name of Hiring Manager or HR Representative (Please PRINT): _____

Signature of Manager or HR Rep.: _____ Date: _____



Xanterra Kingsmill, LLC

Availability Form

Name: _____ (Please print) Date: _____

Position(s) Applying For: _____

Kingsmill Resort and Spa is open year-round, seven days a week, and for many areas, 24 hours per day. The purpose of this form is to establish your working availability. The information that you provide will help determine the best location for your placement. Please ensure that you are specific and accurate when providing the times you are available. Applicants with the greatest availability will be given first consideration for positions. Providing your availability **does not** constitute an agreement of scheduling and/or hours, as all shifts are scheduled according to business levels and may change as needed.

This form is **NOT** a schedule request form. If you are aware of specific dates you cannot work at this time please indicate them below. **If you are hired and change your availability after your hire date, Kingsmill Resort may or may not be able to work with your changed availability based on business needs.** You will need to submit an Availability Change Request Form to request changes and for approval purposes.

I am available for the following (check all applicable boxes):

I am available for Seasonal positions. Seasonal positions are generally for a few months during the course of the year, i.e., during summer or a holiday period.

I am available for Full Time positions, working hours throughout the course of the year.

I am available for Part Time positions, working hours throughout the course of the year.

I can work the following days and times:

<input type="checkbox"/>	Monday	From	_____	am/pm	until	_____	am/pm	<input type="checkbox"/>	Check if available anytime
<input type="checkbox"/>	Tuesday	From	_____	am/pm	until	_____	am/pm	<input type="checkbox"/>	Check if available anytime
<input type="checkbox"/>	Wednesday	From	_____	am/pm	until	_____	am/pm	<input type="checkbox"/>	Check if available anytime
<input type="checkbox"/>	Thursday	From	_____	am/pm	until	_____	am/pm	<input type="checkbox"/>	Check if available anytime
<input type="checkbox"/>	Friday	From	_____	am/pm	until	_____	am/pm	<input type="checkbox"/>	Check if available anytime
<input type="checkbox"/>	Saturday	From	_____	am/pm	until	_____	am/pm	<input type="checkbox"/>	Check if available anytime
<input type="checkbox"/>	Sunday	From	_____	am/pm	until	_____	am/pm	<input type="checkbox"/>	Check if available anytime

I can begin working on: _____

I can work through/until: _____

Note: If you are still in school, please remember the important dates you may not be available to work such as Prom, Graduation, Sports Camps/Practices, Band Camps/Practices and Homecoming. If you are not sure of the dates at this time, you must request them as time off after hire. Please note any dates here that you will be unable to work:

APPLICANT SIGNATURE: _____