



Quartz Mountain Arts & Conference Center & Nature Park

43393 Scissortail Road, Lone Wolf, Oklahoma 73655 ♦ Phone: 580.563.2238

## APPLICATION FOR EMPLOYMENT

### EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Quartz Mountain Arts & Conference Center & Nature Park does not discriminate on the basis of race, color, religion, sex, national origin, age, marital or veteran status, political affiliation, disabled status or any other legally protected status.

Print or type answers to each question clearly and completely. All questions must be answered. This is an application for employment and no employment contract is being offered. Quartz Mountain Arts & Conference Center & Nature Park may change wages, benefits and conditions of employment at any time. If you need assistance in completing this application form, please inform the receptionist.

Position desired: \_\_\_\_\_

Date of application: \_\_\_\_\_ Date available for work: \_\_\_\_\_

Indicate when you are available to work: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Shift work \_\_\_\_\_ Weekends \_\_\_\_\_ Nights \_\_\_\_\_

If part-time, indicate hours and days you could work: \_\_\_\_\_

Name (Last, First, Middle): \_\_\_\_\_

Street address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Business Phone: \_\_\_\_\_

If you are under eighteen years of age, can you provide proof of your eligibility to work? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever worked for Quartz Mountain Arts & Conference Center & Nature Park? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give prior name, dates and reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Are you legally eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_  
*(Verification will be required upon employment and failure to furnish will be cause for separation.)*

Is it okay for us to contact previous employers? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you hold a current and valid Oklahoma operator or commercial chauffer driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_  
*(If tentatively selected, applicants applying for a position where driving is required will be required to furnish a copy of their driving record at their expense prior to employment.)*

Military Service: Yes \_\_\_\_\_ No \_\_\_\_\_ Branch: \_\_\_\_\_

Date Entered: \_\_\_\_\_ Date and type of discharge: \_\_\_\_\_

Indicate specific military experience or training that is job related: \_\_\_\_\_

\_\_\_\_\_

After reviewing the essential job functions from the attached job description/posting, are you able to do them with or without reasonable accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

Quartz Mountain Arts & Conference Center & Nature Park is concerned with your ability to perform the job and will not at this time consider your need for reasonable accommodation. If after reviewing your application form, verifying your responses, and conducting necessary interviews or tests, you are considered for the job and would need reasonable accommodation to perform the essential job functions, the parties will explore these alternatives. REMEMBER: Quartz Mountain Arts & Conference Center & Nature Park may conduct a pre-employment exam, which will determine whether you can do the essential functions of the job without substantial risk to yourself and the public.

In addition, review the attached minimum qualifications and provide us with prior education, work experience, and any relevant training or certificates and licenses that would indicate your knowledge, skills, and abilities to perform the job. Be as specific as possible since you will be screened on what you include regardless of what you might otherwise be able to perform.

### EDUCATIONAL RECORD

School	Name and Address of School	Course of Study	Last Year Completed (Circle One)	Did you Graduate (Circle One)	List Diploma or Degree
High/GED			1   2   3   4	Yes   No	
College			1   2   3   4	Yes   No	
Other				Yes   No	

Give name, address and telephone number of three references who are not related to you and are not previous employers:

### REFERENCES

Name:	Address:	Telephone No.

## EMPLOYMENT EXPERIENCE

1. Employer, Address:	Date Started:	To:	Work Performed:
Job Title:	Rate of Pay Hourly/Monthly	Rate of Pay Hourly/Monthly	
Supervisor:			
Reason for Leaving:			
2. Employer, Address:	Date Started:	To:	Work Performed:
Job Title:	Rate of Pay Hourly/Monthly	Rate of Pay Hourly/Monthly	
Supervisor:			
Reason for Leaving:			
3. Employer, Address:	Date Started:	To:	Work Performed:
Job Title:	Rate of Pay Hourly/Monthly	Rate of Pay Hourly/Monthly	
Supervisor:			
Reason for Leaving:			
4. Employer, Address:	Date Started:	To:	Work Performed:
Job Title:		Rate of Pay Hourly/Monthly	
Supervisor:			
Reason for Leaving:			

*If you need additional space, please continue on a separate sheet of paper.*

## ADDITIONAL INFORMATION

If you have any additional information or comments concerning any voluntary experience, any special licenses or training which would help us determine your suitability for this position; please use the space provided below or an extra sheet of paper if necessary. All attachments must be signed.

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### Read Carefully Before Signing

I certify that facts given in this application are true and complete to the best of my knowledge. I hereby grant permission to Quartz Mountain Arts & Conference Center & Nature Park to investigate any information included in the application and I agree to submit to medical examination if required. I understand that this application is not a contract of employment. I hereby release Quartz Mountain Arts & Conference Center & Nature Park and its agents from all liability in making any investigation and inquiry relative to information contained in the application form.

I understand that if employed, false or misleading statements given in this application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of Quartz Mountain Arts & Conference Center & Nature Park. I understand that employment at the Center is "at will" for all Center employees and is not guaranteed and may be canceled at any time by the employee or the employer without notice or cause. (NOTE: All employees hired prior to January 1, 2002 are considered classified employees in non-classified positions and are not considered at-will).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

#### FOR OFFICE USE ONLY

This section to be completed by interviewer before application is returned to Personnel. Applications screened and most qualified tested/interviewed.

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References and prior work history checked: Yes \_\_\_\_\_ No \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended for Hire by Supervisor: Yes \_\_\_\_\_ No \_\_\_\_\_

Concurrence of Personnel Selection Committee: Yes \_\_\_\_\_ No \_\_\_\_\_