

# NEW HIRE APPLICATION FOR EMPLOYMENT

9/08/2011

**AFTON ALPS RECREATION AREA**

**651- 436-5245 1-800-328-1328**

**6600 Peller Ave S Hastings, MN 55033**

[www.aftonalps.com](http://www.aftonalps.com)

## Personal Information and Pre-Employment Questionnaire

**Date:** \_\_\_\_\_

|  |            |             |   |
|--|------------|-------------|---|
| Last Name                                  | First Name | Middle Name |   |
| Age Group (Circle One)                     | 14-15      | 16-17       | 18+ ( Age 19+ complete additional screening forms). |
| Address                                    | City       | State       | Zip   |
| Home Phone                                 | Work Phone |             |   |
| Cell Phone                                 | Email      |             |   |
| Emergency Contact ( Name and Phone Number) |            |             |   |

## Desired Employment

|                             |                                       |                                 |                                   |   |   |
|-----------------------------|---------------------------------------|---------------------------------|-----------------------------------|---|---|
| Position Applying for: (1): | (2):                                  | (3):                            |                                   |   |   |
| Are you currently employed? | May we contact your current employer? |                                 |                                   |   |   |
| Hours Desired               | <input type="checkbox"/> Weekdays     | <input type="checkbox"/> Nights | <input type="checkbox"/> Weekends | <input type="checkbox"/> Part Time Seasonal | <input type="checkbox"/> Full Time Seasonal |
| Date You Can Start          |                                       |                                 |                                   |   |   |

## General

|  |
|--|
| What is your skiing/snowboarding background?         |
| Do you know anyone currently employed at Afton Alps? |
| List any physical limitations                        |
| Special skills, qualifications or certifications     |

## For office use only:

|   |   |                                  |                                   |
|---|---|----------------------------------|-----------------------------------|
| Start Date: _____   | Dept: _____   | Wage: _____                      | Employee # _____                  |
| Dept. Manager Approval _____  | <input type="checkbox"/> Supervisor                                       | <input type="checkbox"/> Cashier | <input type="checkbox"/> Employee |
| <input type="checkbox"/> Background Screening Forms _____<br>Office Initial | <input type="checkbox"/> New Hire Packet Complete _____<br>Office Initial |                                  |                                   |
| Notes:  |   |                                  |                                   |

|           |            |             |
|-----------|------------|-------------|
| Last Name | First Name | Middle Name |
|-----------|------------|-------------|

**Education:**

|                          | High School |   |    |    |    | College/University |   |   |   |    | Graduate/Professional |   |   |   |    |
|--------------------------|-------------|---|----|----|----|--------------------|---|---|---|----|-----------------------|---|---|---|----|
| Years Completed          | 8           | 9 | 10 | 11 | 12 | 1                  | 2 | 3 | 4 | 4+ | 1                     | 2 | 3 | 4 | 4+ |
| Diploma/Degree           |             |   |    |    |    |                    |   |   |   |    |                       |   |   |   |    |
| Describe Course of Study |             |   |    |    |    |                    |   |   |   |    |                       |   |   |   |    |

**Employment Experience** (Please list your last three jobs starting with your present or last job)

|                    |                |
|--------------------|----------------|
| Company Name       | Address        |
| Supervisor         | Phone          |
| Position held      | Dates Employed |
| Work performed     |                |
| Reason for leaving |                |

|                    |                |
|--------------------|----------------|
| Company Name       | Address        |
| Supervisor         | Phone          |
| Position held      | Dates Employed |
| Work performed     |                |
| Reason for leaving |                |

|                    |                |
|--------------------|----------------|
| Company Name       | Address        |
| Supervisor         | Phone          |
| Position held      | Dates Employed |
| Work performed     |                |
| Reason for leaving |                |

**Certification And Release**

In the event of a conditional job offer or employment, I understand that false or misleading information, omissions or misrepresentations given in my application or interview(s) may result in the removal of the offer or in discharge at any time during my employment. I authorize the company and/or its agents including consumer reporting bureaus, to verify this information. I release all former employers, persons, schools companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that I am required to abide by all rules and regulations of Afton Alps Recreation Area.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## AFTON ALPS EMPLOYMENT SCREENING POLICIES

As part of the process of weighing applicant qualifications and determining his/her suitability for open positions, Afton Alps may require background checks for certain positions. These background checks are conducted by ADP Screening and Selection Services, a consumer reporting agency.

All applicants for employment with Afton Alps are asked to sign a release form authorizing the appropriate background checks. Any applicant who refuses to sign a release form is no longer considered eligible for employment. Applicants also are expected to provide references from their former employers as well as educational reference information that can be used to verify academic accomplishments and records.

The background check will include verification of information provided on the completed application for employment, the applicant's resume or on other forms used in the hiring process. Information to be verified includes, but is not limited to, social security number and previous addresses. Afton Alps will also conduct a reference check and verification of the applicant's education and employment background as stated on the employment application or other documents listed above.

The background check may also include criminal court record searches. If a conviction is discovered, a determination will be made whether the conviction is related to the position for which the individual is applying or presents safety or security risks before an employment decision is made.

Additional checks such as a driving record or credit record may be made on applicants for particular job categories if appropriate and job related. If an applicant is denied employment in whole or in part because of information obtained in his/her background check, the applicant will be informed of this and given the name, address and phone number of the screening provider to contact if s/he has specific questions about the result of the check or wants to dispute its accuracy.

Any applicant who provides misleading, erroneous or willfully deceptive information to Afton Alps on an employment form or resume or in a selection interview is immediately eliminated from further consideration for employment with Afton Alps.

**AUTHORIZATION FOR BACKGROUND CHECKS**

After carefully reading this Background Check Disclosure and Authorization form, I authorize the Company to order my background report, including investigative consumer reports. I understand that the Company may rely on this authorization to order additional background reports, including investigative consumer reports, during my employment without asking me for my authorization again as allowed by law.

I also authorize the following agencies and entities to disclose to ADP Screening and Selection Services and its agents all information about or concerning me, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; testing facilities; motor vehicle records agencies; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed to ADP Screening and Selection Services and its agents includes, but is not limited to, information concerning my employment history, earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses and substance abuse testing.

I agree the Company may rely on this authorization to order background reports, including investigative consumer reports, from companies other than ADP Screening and Selection Services without asking me for my authorization again as allowed by law. I also agree that a copy of this form is valid like the signed original. I certify that all of my personal information on this form is *true and correct* and understand that dishonesty will disqualify me from consideration for employment with the Company, or if I am hired or already work for the Company, that my employment may be terminated.

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

Maiden/Other Names \_\_\_\_\_ Years Used \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

**FOR IDENTIFICATION PURPOSES ONLY:** Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)

Addresses Within The Past Seven Years (use a separate sheet as needed)

Present Street Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Prior Street Address \_\_\_\_\_

From \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year) To \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)

City/State/ZIP \_\_\_\_\_

|                            |   |
|----------------------------|---|
| <p>_____<br/>Signature</p> | <p>_____/_____/_____<br/>Date: (Month/Day/Year)</p> |
|----------------------------|---|

**If you live or work for the Company in California, Minnesota or Oklahoma:** Check this box if you would like a free copy of your background check report:

## **BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM**

In the interest of maintaining the safety and security of our customers, employees and property, **Afton Alps** (the "Company") will order a "consumer report" (a background report) on you in connection with your employment application, and if you are hired, or if you already work for the Company, may order additional background reports on you for employment purposes.

The background check company, ADP Screening and Selection Services, will prepare the background report for the Company. ADP Screening and Selection Services is located at 301 Remington Street, Fort Collins, CO, 80524, and can be reached at 800-367-5933.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be ordered include but are not limited to: Social Security number verification; criminal, public, educational and, as appropriate, driving records checks; verification of prior employment; reference, licensing and certification checks; credit reports; and drug testing results. The information may be obtained from private and public record sources, including personal interviews with your associates, friends, and neighbors. (An "investigative consumer report" is a background report that includes information from such personal interviews, except in California where that term means any background report.) The nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history conducted by ADP Screening and Selection Services or another outside organization.

You may request more information about the nature and scope of an investigative consumer report, if any, by telephoning the Company at \_\_\_\_-\_\_\_\_-\_\_\_\_. A summary of your rights under the Fair Credit Reporting Act is also being provided to you with this form.

### **STATE SPECIFIC NOTICES**

If you live or work for the Company in the states listed below, please note the following:

**CALIFORNIA:** You may view the file that ADP Screening and Selection Services has for you, and order a copy of the file, upon submitting proper identification and paying copying costs, by coming to their offices, during normal business hours and on reasonable notice, or by mail. You may also ask for a file-summary by telephone. ADP Screening and Selection Services can answer questions about information in your file, including any coded information. If you come in person, another person can come with you, so long as that person can show proper identification.

**MAINE:** If you ask us, you have the right to know whether the Company ordered an investigative consumer report on you. You may request the name, address, and telephone number of the nearest office for ADP Screening and Selection Services. You will get this information within 5 business days of our receipt of your request. You have the right to ask ADP Screening and Selection Services for a free copy of the report.

**MARYLAND:** If the Company obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

**MASSACHUSETTS/NEW JERSEY:** If you submit a request to us in writing, you have the right to know whether the Company ordered an investigative consumer report from ADP Screening and Selection Services. You may inspect and order a free copy of the report by contacting ADP Screening and Selection Services.

**MINNESOTA:** If you submit a request to us in writing, you have the right to get from the Company a complete and accurate disclosure of the nature and scope of the consumer report or investigative consumer report ordered, if any.

**NEW YORK:** If you submit a request to us in writing, you have the right to know whether the Company ordered a consumer report or an investigative consumer report from ADP Screening and Selection Services, and you will be provided with the name and address of ADP Screening and Selection Services. You may inspect and order a free copy of the reports by contacting ADP Screening and Selection Services. A copy of Article 23A of the New York Correction Law is being provided with this form.

**OREGON:** If the Company obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

**WASHINGTON STATE:** If you submit a request to us in writing, you have the right to get from the Company a complete and accurate disclosure of the nature and scope of the investigative consumer report we ordered, if any. You also have the right to ask ADP Screening and Selection Services for a written summary of your rights under the Washington Fair Credit Reporting Act. If the Company obtains information bearing on your credit worthiness, credit standing or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 20580.

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.

• **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.

• **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- A person has taken adverse action against you because of information in your credit report;
- You are the victim of identify theft and place a fraud alert in your file;
- Your file contains inaccurate information as a result of fraud;
- You are on public assistance;
- You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

• **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

• **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.

• **Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

• **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

• **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer,

landlord, or other business. The FCRA specifies those with a valid need for access.

• **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).

• **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

• **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

• **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

| TYPE OF BUSINESS:   | CONTACT:   |
|---|--|
| Consumer reporting agencies, creditors and others not listed below  | <b>Federal Trade Commission: Consumer Response Center - FCRA</b><br>Washington, DC 20580<br>1-877-382-4357   |
| National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)        | <b>Office of the Comptroller of the Currency</b><br>Compliance Management<br>Mail Stop 6-6<br>Washington, DC 20219<br>1-800-613-6743                           |
| Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)                            | <b>Federal Reserve Board</b><br><b>Division of Consumer &amp; Community Affairs</b><br>Washington, DC 20551<br>202-452-3693                                    |
| Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name) | <b>Office of Thrift Supervision</b><br>Consumer Complaints<br>Washington, DC 20552<br>800-842-6929   |
| Federal credit unions (words "Federal Credit Union" appear in institution's name)   | <b>National Credit Union Administration</b><br>1775 Duke Street<br>Alexandria, VA 22314<br>703-519-4600  |
| State-chartered banks that are not members of the Federal Reserve System  | <b>Federal Deposit Insurance Corporation</b><br>Consumer Response Center<br>2345 Grand Avenue, Suite 100<br>Kansas City, Missouri 64108-2638<br>1-877-275-3342 |
| Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission                   | <b>Department of Transportation</b><br>Office of Financial Management<br>Washington, DC 20590<br>202-366-1306  |
| Activities subject to the Packers and Stockyards Act of 1921  | <b>Department of Agriculture</b><br>Office of Deputy Administrator - GIPSA<br>Washington, DC 20250<br>202-720-7051   |