



To The Applicant: We appreciate your interest in our Company and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which, in our judgement, best meets your qualifications. PLEASE READ THIS APPLICATION THOROUGHLY AND COMPLETE IT HONESTLY. GRAND TRAVERSE RESORT AND SPA PERFORMS A DETAILED BACKGROUND INVESTIGATION ON ALL FINAL CANDIDATES.

We are an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital or veteran status, the presence of a medical condition or handicap, height, weight or any other protected status.

Grand Traverse Resort and Spa requires all individuals who successfully complete the initial employment screening process to submit to a drug screening program, which may include the taking of blood and/or urine samples, and requires that all employees submit to drug and alcohol testing during the course of their employment. The result of such screening will be initially disclosed to decision makers for Grand Traverse Resort and Spa and may be the basis for disqualifying any candidate for employment. Grand Traverse Resort and Spa reserves the right to utilize this information in any way it deems necessary, such as but not limited to civil, criminal and administrative proceedings, and any other similar matters. By signing this application, you agree to hold Grand Traverse Resort and Spa harmless for any claims resulting from such screening for drug and/or alcohol, use.

### PERSONAL

Name \_\_\_\_\_ Date of Application \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_  
(Number) (Street) (City) (Zip)

Are you 18 years or older? Yes  No

Are you authorized to work in the United States? Yes  No

Have you been previously employed here? Yes  No  If yes, date(s) \_\_\_\_\_  
Supervisor Name(s) \_\_\_\_\_

List any friends or relatives working here \_\_\_\_\_

### EMPLOYMENT DESIRED:

Position(s) applied for \_\_\_\_\_

Kind of work sought: Full-time  Part-time  Temporary

If part-time, please specify hours and days desired \_\_\_\_\_

Do you have any special training, skills, qualifications or other experiences that relate to the position(s) applied for? \_\_\_\_\_

Salary desired \_\_\_\_\_ Date available to start work \_\_\_\_\_

Employers must make accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the employer.

Under Michigan law disabled employees and applicants may request an accommodation of their disability by notifying the firm in writing of the need for accommodation within 182 days of the date the disabled individual knows or should know that an accommodation is needed. Failure to properly notify the firm may preclude any claim that the employer failed to accommodate the disabled individual.

NOTE: All applicants will be required to furnish proof of identity and legal work authorization to be considered for employment.

**EMPLOYMENT EXPERIENCE (List current or most recent job first)**

1.	Employer	Date		Job Title
	Address	From	To	Work Performed
	Telephone	Hourly Rate/Salary		
	Supervisor	Starting	Final	
	Reason for Leaving			
2.	Employer	Date		Job Title
	Address	From	To	Work Performed
	Telephone	Hourly Rate/Salary		
	Supervisor	Starting	Final	
	Reason for Leaving			
3.	Employer	Date		Job Title
	Address	From	To	Work Performed
	Telephone	Hourly Rate/Salary		
	Supervisor	Starting	Final	
	Reason for Leaving			
4.	Employer	Date		Job Title
	Address	From	To	Work Performed
	Telephone	Hourly Rate/Salary		
	Supervisor	Starting	Final	
	Reason for Leaving			

**EDUCATION**

	Name/Location	# of Years Completed	Diploma/Degree	Courses of Study
Elementary				
High School				
College				
Graduate				
Vocational/Training				

Any other educational training: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

(Do not include relatives or former employers)

	Name	Address	Phone Number	Years Acquainted
1.				
2.				
3.				

**MILITARY SERVICE RECORD**

Have you had any experience in the Armed Forces of the United States or in a State National Guard? Yes  No

If yes, what branch? \_\_\_\_\_ Rank at discharge \_\_\_\_\_ Date of discharge \_\_\_\_\_

Special/technical training \_\_\_\_\_

**ADDITIONAL INFORMATION**

Have you ever been convicted of a crime (to include misdemeanor and/or felony)? Yes  No

(Disclosure of such convictions is required. A conviction record may not necessarily bar you from employment with Grand Traverse Resort and Spa, factors such as age at time of offense, seriousness, nature of the violation, and rehabilitation will be taken into account. The Resort reserves the right to not hire or terminate any employment in the event of a failure to disclose.)

If so, where, when and nature of offense \_\_\_\_\_

Do you have a valid driver's license? Yes  No  State \_\_\_\_\_ License No. \_\_\_\_\_

State any additional information that you feel may be helpful to us in considering your application and your reasons for wanting to work at Grand Traverse Resort & Spa \_\_\_\_\_

By signing this application, applicant represents that the information provided in this form is given voluntarily and may be used in filing reports required by state and federal governments.

If employed, I agree to conform to Grand Traverse Resort and Spa's rules and regulations for the Grand Traverse Resort and Spa, and I understand that as a condition of my employment and continued employment, I will be required to submit to, and voluntarily agree to submit to any testing for the presence of drugs or alcohol. I also agree that, just as I have, if hired, the right to terminate my employment at any time, with or without cause, and with or without notice Grand Traverse Resort and Spa may terminate my employment at any time with or without cause or notice. I understand that no manager or representative of Grand Traverse Resort and Spa, other than the Executive Vice President and General Manager of Grand Traverse Resort and Spa has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing either now, in the past or in the future. I further understand that even an agreement by the Executive Vice President and General Manager must be in writing and signed by (him/her) for it to be binding on either myself or Grand Traverse Resort and Spa. I further understand that this supersedes any prior oral or written understanding and bars any future oral understanding to the contrary.

I agree that any action or suit against the firm arising out of my employment, including but not limited to, claims arising under State or Federal civil rights statutes, must be brought within 1 year of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary. I further agree that if I should bring any non-statutory action or claim arising out of my employment against the firm, in which the firm prevails, I will pay to the firm any and all such costs incurred by the firm in defense of said claims or actions, including attorney fees. I further agree that my employment is conditional until such time as the results of my post offer physical (if such physical is required) are known.

Grand Traverse Resort and Spa's BACKGROUND INVESTIGATION of each applicant may result in the preparation of an investigative consumer report which would include information as to the applicant's character, general reputation, personal characteristics and mode of living. Applicants may submit a written request to Grand Traverse Resort and Spa for a complete and accurate disclosure of the nature and scope of the requested investigation.

I HEREBY REPRESENT AND WARRANT that I have read and fully understand the foregoing and seek employment under these conditions of my own free will and in accordance with my judgement.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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

Comments \_\_\_\_\_

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

Comments \_\_\_\_\_

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Grand Traverse Resort and Spa  
Human Resources Office  
P.O. Box 404  
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Fax (231) 534-6504