



## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the U.S.? **Yes** **No**

If no, are authorized to work in U.S.? **Yes** **No**

Have you ever worked for Andes before? **yes** **no** If so, when? \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? **Yes** **No** Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? **Yes** **No** Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? **Yes** **No** Degree: \_\_\_\_\_

#### **Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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

**References**

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? **Yes** **No**

Company: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? **Yes** **No**

Company: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? **Yes** **No**



## Employee Availability Information

Employee name: \_\_\_\_\_

Home/Cell Phone: (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Department: \_\_\_\_\_

### Days I can work:

Please list the hours you are  
available to work on a regular basis

What is the maximum number of shifts per week you  
are available for?

Monday: \_\_\_\_\_

\_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

What date are you available to start working at Andes?

Thursday: \_\_\_\_\_

\_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Sunday: \_\_\_\_\_

As you may know, our busiest time here is when most people are enjoying holidays and vacations. We would like to have an idea of your availability during this time.

Will you need time off November 26, 27, & 28, 2021? (Thanksgiving)

Yes or No

If yes, please clarify.

\_\_\_\_\_  
\_\_\_\_\_

Will you need time off between December 16, 2021 - January 2, 2022?

Yes or No

(Christmas/ New Years)

If yes, please clarify.

\_\_\_\_\_  
\_\_\_\_\_

Will you need time off between Jan. 14 - Jan. 17, 2022? (Martin Luther King Weekend)

Yes or No

If yes, please clarify.

\_\_\_\_\_  
\_\_\_\_\_

Will you need time off between Feb. 14 - Feb. 17, 2022? (Presidents Weekend)

Yes or No

If yes, please clarify.

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Are there any other days you know you need off at this time?

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Are you available to work through the last day of the 2021/2022 Ski Season which usually the end of March?    YES    or    NO

Thank you for taking your time to fill out this form. This information is helpful to us in our hiring process. This form will go into your personnel file so please sign and date it and bring it to your review.

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Signature

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Date