

REGENCY CSP VENTURES LIMITED PARTNERSHIP APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

NAME _____ SOC SEC # _____
LAST FIRST MI

PRESENT ADDRESS _____
STREET, CITY, STATE ZIP

PERMANENT ADDRESS _____
STREET, CITY, STATE ZIP

PRESENT PHONE () _____ Are you 18 years old or older? _____
AREA CODE

PERMANENT PHONE () _____ Are you 21 years old or older? _____
AREA CODE

EMAIL ADDRESS _____

YOUR EDUCATION & TRAINING

Education	Name & Location of School	Years	Did you graduate?	Course of Study
High School				
College				
Trade, Business or Other School				
Any other special training, honors or activities				
Military Service			Rank	
State any additional information which may be helpful in considering your application.				

SPECIAL QUESTIONS

	YES	NO
Have you read the employment information cover sheet included with this application?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a U.S. citizen or are you able to provide proof of eligibility to work in the U.S.?	<input type="checkbox"/>	<input type="checkbox"/>
Do you smoke?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a valid driver's license	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any visible piercings or tattoos? If so, how many? _____	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a felony or misdemeanor within the last 5 years?	<input type="checkbox"/>	<input type="checkbox"/>
If so, please explain _____		

NOTE: You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

Do you understand that you may be required to take one or more of the following: a physical examination, a Reed Personality Test, a Random or Reasonable Cause Drug Test? YES NO

Do you consent to take such test(s) at such time as designated by the Company and agree to release the Company, its directors, officers, agents or employees from any claim arising in connection with the use of such tests? YES NO

WORK HISTORY

	Most Recent Position	Other Employment	Other Employment
Business Name			
Mailing Address			
City, State ZIP			
Phone Number			
Contact Name			
Your Position			
Wage			
Dates Worked	From To	From To	From To
Reason for Leaving			

Employment desired: Full Time (Year around) [] Part Time [] (circle # of days) 1 2 3 4
 Seasonal: 6-day work week [] or 5-day work week [] Salary Required \$ _____
 Are you interested in housing? Yes [] No [] Dormitory [] RV Site [] Commute []
 Are you interested in an internship? Yes [] No []
 Are you now employed? Yes [] No [] If so, may we inquire of your present employer? Yes [] No []
 Have you applied to this company before? Yes [] No [] If so, what year? _____
 Were you offered employment? Yes [] No []
 Do you know anyone who is currently or has in the past worked for this company? Yes [] No []
 If so, please note employee name: _____

PERSONAL REFERENCES

Please list the names of two persons, not related to you, who can provide personal references:

Name			
Mailing Address			
City, State ZIP			
Phone Number			

YOUR JOB PREFERENCES

VERY IMPORTANT

PLEASE CONSIDER CAREFULLY - THESE WILL BE YOUR CONTRACTED WORK DATES

DATE YOU ARE ABLE TO START ____/____/____ **LAST DATE YOU CAN WORK** ____/____/____

PLEASE REFER TO THE CHART ON THE OPPOSITE PAGE

1. Review this list for positions you feel you would be most interested in. Be sure to read the short job descriptions carefully.
2. Note that each of our four lodges have a column to the right. If you have no specific lodge preference, mark you job choices in the "Any" column. Keep in mind that your flexibility with location improves your chances of being employed.
3. Mark any job(s) you might be interested in with an "X" in the appropriate column. Circle the "X" if you also have experience in this type of work.

NOTE: ALL JOBS OFFERED require excellent guest relation skills; the ability to work quickly and accurately; and the ability to be able to stoop, bend, and lift 50 pounds up and down stairs. Other requirements are noted.

Position	Brief Job Description (A more complete job description will be presented if hired.)	Bluebell Lodge	Legion Lake Lodge	State Game Lodge	Sylvan Lake Lodge	Any
CHEF	Extensive culinary skills; 3 yrs. food service experience; responsibilities in menu pricing, food ordering, food & labor costs; expert knowledge of kitchen equipment and health codes (please attach resume)					
ASSISTANT CHEF	Food handling experience; working knowledge of all kitchen equipment and health codes; assists head chef in all phases of kitchen operation					
COOK	Food handling experience; presents food professionally and attractively; strong working knowledge of kitchen equipment & health code					
COOK'S HELPER	Assists with basic food preparation; cleaning duties, dishwashing, garbage removal; able to learn kitchen equipment & health code					
FOOD SERVER	Strong communication skills; ability to lift food trays; set & clear tables; able to calculate guest bills; has side work & cleaning responsibilities					
BUSPERSON	Set & clear tables with speed & accuracy; good communication skills; cleaning duties; dishwashing; garbage removal					
DISHWASHER	Cleans dishes, pots, etc.; sweeps & mops floors; removes garbage; buses tables; operates dishwashing equipment in a safe & efficient manner					
MAINTENANCE	Knowledge of distribution systems for electric, water, gas, etc.; maintains & operates A/C, heating, refrigeration & ventilation systems; responds to 24-hour emergency needs & repairs; maintains buildings & grounds (please attach resume)					
LAWN & GROUNDS MAINTENANCE	Tends grounds; operates machinery with safety & maintenance in mind; some garbage pick up & removal (very few positions available)					
BARTENDER	At least 21 yrs of age; knowledge of bar supplies & recipes; strong communication skills; ability to calculate guest bills & balance cash register; cleaning & stocking duties (very few positions available)					
HOST/HOSTESS	Strong communication & salesmanship skills; pleasing personality; greets, seats & serves guests; clears & sets tables; makes change; operates & balances cash register; cleaning duties					
HOUSEKEEPER/LAUNDRY	Good communication skills; cleans rooms, cabins & public areas; indoor & outdoor responsibilities					
RESERVATIONS CLERK	Pleasing personality; strong communication & salesmanship skills; able to accurately handle cash & credit cards; operates office equipment; cleans, stocks & inventories; efficiently handles telephone PBX system; acts as communications liaison for staff & guests of lodge facility					
CENTRAL RESV CLERK	Assists Park visitors with booking accommodations; extensive phone contact with public; touch typing; computer literacy; strong listening & communication skills required					
NIGHT AUDITOR	Responsible for night accounting functions; prepares audit on computer system; completes location daily sales figures; knowledge of night audit and hotel/motel accounting procedures helpful; knowledge and use of computer equipment required					
SALES CLERK/CASHIER	Strong communication & salesmanship skills; makes change, operates cash register & credit card machine; cleans, stocks & inventories					
JEEP DRIVER/ INTERPRETIVE GUIDE	Must be 21 yrs old or older & possess valid driver's license without serious driving offenses; successful completion of CPR & First Aid training required; basic knowledge of vehicle maintenance; good communication skills; does some lawn & grounds maintenance; garbage removal					
WRANGLER/ INTERPRETIVE GUIDE	Working knowledge of horse handling; good communication skills; assists guests in mounting & dismounting horses; stable & yard cleaning duties; successful completion of CPR & First Aid training required; "lead" wranglers must be 21 yrs old or older					
ENTERTAINER	Musical skills; experienced in public performance					
SECURITY	Must be 21 yrs old or older; knowledgeable regarding company policy & able to enforce same with guest and staff; works night hours (very few positions available)					
MANAGER TRAINEE	Assists management staff in all aspects of lodge operations; works long hours; must be willing to learn all areas; often assigned to fill in wherever and whenever operation is short staffed					
F&B MANAGER	Experienced in dining room, kitchen & lounge operations; trains, schedules, orders, controls inventory; supervises staff; knowledgeable of health code & equipment (please attach resume)					
DINING ROOM MANAGER	Experienced in all aspects of dining room operations; trains, schedules staff, implements food & beverage controls; excellent communication skills (please attach resume)					
ACCOUNTING/ BOOKKEEPING	Assists our corporate office personnel in handling the daily tasks of office duties & bookkeeping; bookkeeping experience preferred					
OTHER	A variety of positions, including Manager, Assistant Manager, etc., are offered on occasion, usually by special announcement					

ADDITIONAL INFORMATION

PLEASE NOTE YOUR UNIFORM SIZES BELOW:

MEN	Polo Shirt	_____ SM	_____ MED	_____ LG	_____ XLG	_____ XXL
	Dress Shirt	_____ SM	_____ MED	_____ LG	_____ XLG	_____ XXL
	Pants	_____	_____ WAIST	_____	_____ INSEAM	
<hr/>						
WOMEN	Polo Shirt	_____ SM	_____ MED	_____ LG	_____ XLG	_____ XXL
	Dress Shirt	_____ SM	_____ MED	_____ LG	_____ XLG	_____ XXL
	Pants	_____	_____ WAIST	_____	_____ INSEAM	

HOW DID YOU HEAR ABOUT US?

- Internet Newspaper Ad Job Service On Your Own
- Past Employee (Name) _____
- Current Employee (Name) _____
- College Placement Office (College Name) _____
- Other _____

IN CASE OF EMERGENCY, NOTIFY

NAME

()

PHONE #

RELATIONSHIP TO YOU

"I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that all statements made herein may be investigated and verified in the course of considering this application. Should I become employed, I understand that false or misleading statements on this application may be the basis for immediate discharge as well as grounds for withdrawal of an offer of employment.

Regency CSP Ventures Limited Partnership is an at-will employer and this document, Company handbooks, policy statements and practices are not express or implied contracts or promises that such policies will be applied in every case. I understand that, if hired, my employment is for no definite period and, regardless of the date of payment of my wages and salary, that either myself or the Company can terminate my employment at will, at any time, and without prior notice.

Having made application with Regency CSP Ventures Limited Partnership, I hereby authorize the release of information directly to Regency CSP Ventures Limited Partnership and hold harmless past and present employers, references and all persons and institutions whomsoever from any charge because of furnishing said information, and I waive any application of the Family Education Rights and Privacy Act insofar as the same might apply to responding to this request for information.

I have read the above statements and understand them fully."

Signature _____ **Date** _____

Signature required for application to be considered.

Regency CSP Ventures Limited Partnership considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

Legion Lake Lodge ♦ Blue Bell Lodge ♦ Sylvan Lake Lodge ♦ State Game Lodge

are operated by Regency CSP Ventures Limited Partnership, an authorized concessionaire of South Dakota's Department of Game, Fish & Parks. Regency CSP Ventures Limited Partnership is owned and operated by: Regency Inns Management, Inc., 3211 West Sencore Drive, Sioux Falls, SD 57107 (605) 334-2371