

# INDIANA CAVERNS

## Application for Part Time/Seasonal Employment

### PLEASE PRINT:

Application Date: \_\_\_\_\_ Date You Can Start: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_

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

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

### Note: ALL FULL-TIME STAFF WILL NEED TO TAKE TOURS IN OFF SEASON

Position(s) Applied For: \_\_\_\_\_ Desired Pay Range: \$ \_\_\_\_\_ Per Hour

Can you work Weekends/Holidays? \_\_\_\_\_ If Not, List Availability \_\_\_\_\_

If hired, can you present evidence of your U.S. citizenship? \_\_\_\_\_ Do you have reliable transportation to work? \_\_\_\_\_

Why should we hire you? \_\_\_\_\_

Have you worked for a service business before? \_\_\_\_\_ If Yes, Where & When? \_\_\_\_\_

Do you have friends or relatives working for INDIANA CAVERNS:  Yes  No If Yes, list name(s) & relationship(s) below:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

What characteristics & abilities are needed to be a great tour guide at INDIANA CAVERNS? \_\_\_\_\_

Why do you want to work here? \_\_\_\_\_

Do you have any physical limitations to perform the duties of the job for which you are applying? \_\_\_\_\_ If Yes, describe: \_\_\_\_\_

(Note: We comply with the ADA & consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination & to skill & agility tests)

Are you at least 18 yrs old?  Yes  No Are you a high school or GED graduate?  Yes  No

List any post-high school education: \_\_\_\_\_ Major or Minor field(s) of study: \_\_\_\_\_

Do you have experience or background in any of the following? Mark all that apply:

Public Speaking or Drama \_\_\_ Geology \_\_\_ Rock Climbing \_\_\_ Search & Rescue \_\_\_ Cave Exploring \_\_\_ Photography \_\_\_

Social Media \_\_\_ Office Skills \_\_\_ Computers \_\_\_ Video \_\_\_ You Tube \_\_\_ Carpentry \_\_\_

Plumbing \_\_\_ Electrical \_\_\_ Earth Science Edu. \_\_\_ Graphic Design \_\_\_ First Aid \_\_\_ CPR \_\_\_

Describe Skills/Qualities you have that would help you to be successful in the above requested position: \_\_\_\_\_

How would your best friend describe your personality: \_\_\_\_\_

List your 3 best character strengths? \_\_\_\_\_ What do you perceive as your weaknesses? \_\_\_\_\_

What are your pet peeves? \_\_\_\_\_

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**NAME:** \_\_\_\_\_

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?  Yes  No If yes, state nature of the crime(s), when & where convicted & disposition of the case: \_\_\_\_\_

NOTE: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances & the relevance of the offense to the position(s) applied for may, however, be considered.

**EMPLOYMENT HISTORY:** Are you Currently Employed? \_\_\_\_\_ Where: \_\_\_\_\_

List below all present & past employment, **START WITH YOUR MOST RECENT EMPLOYER** (last 5 yrs is sufficient). Account for all periods of unemployment in last 5 yrs. You must complete this section even if attaching a resume. List job notes & tasks performed.

<b>Dates of Employment</b>		Employer/Company Name, Address & Phone #	
From	To		
<b>Position(s)</b>		Name of Supervisor:	Salary:
		Duties Performed:	
		Reason for Leaving:	
		May we contact this employer for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Dates of Employment</b>		Employer/Company Name, Address & Phone #	
From	To		
<b>Position(s)</b>		Name of Supervisor:	Salary:
		Duties Performed:	
		Reason for Leaving:	
		May we contact this employer for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Dates of Employment</b>		Employer/Company Name, Address & Phone #	
From	To		
<b>Position(s)</b>		Name of Supervisor:	Salary:
		Duties Performed:	
		Reason for Leaving:	
		May we contact this employer for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No	

**PERSONAL REFERENCES:** (List 3 Non-relatives that have known you for over 1 year)

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>	<u>HOW DO THEY KNOW YOU?</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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NAME: \_\_\_\_\_

### **PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH, THEN SIGN YOUR AGREEMENT BELOW**

\_\_\_\_\_ I hereby certify that **I have not knowingly withheld any information** that might adversely affect my chances for employment. The answers given by me are true & correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize INDIANA CAVERNS to **contact my references** & thoroughly investigate my, work record, education & other matters related to my suitability for employment. I authorize the references I have listed to disclose to INDIANA CAVERNS any & all letters, reports & other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release INDIANA CAVERNS, my former employers & all other persons & corporations from any & all claims, arising out of such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview before or during my employment, if hired, is intended to create an employment contract between myself & INDIANA CAVERNS. I understand & agree that if I am hired, my **employment is for no definite period** & may be terminated at any time, with or without prior notice, at the option of INDIANA CAVERNS. No promises or representations contrary to the foregoing are binding on INDIANA CAVERNS unless made in writing & signed by me & INDIANA CAVERNS designated representative.

\_\_\_\_\_ Should a **search of public records** (including records documenting an arrest, indictment, conviction or outstanding judgement) be conducted by INDIANA CAVERNS, I am entitled to copies of any such public records obtained by INDIANA CAVERNS. If I am not hired as a result of such information, I am entitled to a copy of any such records, if requested in writing by me.

\_\_\_\_\_ INDIANA CAVERNS is a **drug, alcohol & tobacco-free workplace**. I understand that employment with INDIANA CAVERNS may be contingent upon successful results of a pre-employment drug screening. I certify all statements to be true & correct, & authorize the investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal.

\_\_\_\_\_ I authorize INDIANA CAVERNS to conduct an **investigative consumer report** on me, as defined in public law 91-508. I authorize the company to request from each of my references or former employers identified in this application to answer any & all questions that may be asked & to disclose all information concerning me, my work habits, character, or skill that may be requested by INDIANA CAVERNS in connection with this application. I expressly release these persons from any & all liability in furnishing responses to these inquires.

\_\_\_\_\_ If this application is considered favorably, I agree to abide by & comply with all rules, dress codes & standard regulations of the company as they currently exist &/or as they are modified from time to time during my employment relationship.

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

\_\_\_\_\_  
Date

### **3 OPTIONS TO SUBMIT YOUR APPLICATION, PLEASE COMPLETE ALL 3 PAGES, SIGN & DATE, THEN:**

**1) EMAIL TO: [jobs@indianacaverns.com](mailto:jobs@indianacaverns.com) , OR**

**2) FAX TO: 502-736-8767, OR**

**3) MAIL TO: INDIANA CAVERNS, Job Apps  
1130 Old State Rd 64 NE  
New Salisbury, IN 47161**

***We appreciate your interest in working with the INDIANA CAVERNS team.***

***We will contact you by phone or email if a decision is made for a phone or in person interview.***

***Thank you!***